



City of Tigard

Minor Modification – Type I Application

GENERAL INFORMATION

Property Address/Location(s): _____

Tax Map & Tax Lot #(s): _____

Site Size: _____

Applicant*: _____

Address: _____

City/State: _____ Zip: _____

Primary Contact: _____

Phone: _____ Fax: _____

E-Mail: _____

Property Owner/Deed Holder(s)*:

(Attach list if more than one)

Address: _____ Phone: _____

City/State: _____ Zip: _____

* When the owner and the applicant are different people, the applicant must be the purchaser of record or a lessee in possession with written authorization from the owner or an agent of the owner. The owner(s) must sign this application in the space provided on the back of this form or submit a written authorization with this application.

Minor Modifications:

Minor Modifications are processed for permitted uses and conditional uses. To review a modification as a Minor Modification, the Director must first find that the expansion or change does not invoke one or more of the criteria discussed within Section 18.360.050(B) – Site Development Review or Section 18.330.020(B)(2) – Conditional Use. If the modification exceeds the maximum allowed under any one or more of the criteria, a Major Modification review is required. Major Modifications are processed in the same manner as a new Site Development Review or Conditional Use Permit.

Applicant’s Statement:

The applicant’s statement must include a summary of the proposed changes. Criteria in either 18.360.050(B) or 18.330.020(B)(2) must be addressed with a detailed response to each criterion. Failure to provide the information needed to process the application would be reason to consider an application incomplete and delay review of the proposal.

In addition, the Director must find that the proposed change is in compliance with all applicable requirements of Title 18 of the Tigard Development Code. To complete this review, the Applicant’s proposal must include a discussion indicating how the site expansion/change will continue to comply with the maximum setback, building height, parking, and landscaping standards. Other requirements of this title such as clear vision, solid waste storage, non-conforming situations, signs, and tree removal may also be applicable depending on the type and location of the proposed modifications.

REQUIRED SUBMITTAL ELEMENTS

(Applications will not be accepted without the following required submittal elements)

- Application Form
- Owner’s Signature/Written Authorization
- Title Transfer Instrument or Deed
- Site Plan (4 Large Plans & One – Reduced to 8½” x 11”)
- Applicant’s Statement/Narrative (4 copies)
- Filing Fee \$605.00

FOR STAFF USE ONLY

Case No.(s): _____

Other Case No.(s): _____

Receipt No.: _____

Date: _____

Application Accepted By: _____

Date Determined Complete: _____

Revised: 7/1/11
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To consider an application complete, you will need to submit ALL of the **REQUIRED SUBMITTAL ELEMENTS** as described on the front of this application in the “Required Submittal Elements” box.

(Detailed Submittal Requirement Information sheets can be obtained, upon request, for all types of Land Use Applications.)

THE APPLICANT(S) SHALL CERTIFY THAT:

- ◆ The above request does not violate any deed restrictions that may be attached to or imposed upon the subject property.
- ◆ If the application is granted, the applicant will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval.
- ◆ All of the above statements and the statements in the site plan, attachments, and exhibits transmitted herewith, are true; and the applicants so acknowledge that any permit issued, based on this application, and may be revoked if it is found that any such statements are false.
- ◆ The applicant has read the entire contents of the application, including the policies and criteria, and understands the requirements for approving or denying the application.

SIGNATURES of each owner of the subject property.

DATED this _____ day of _____, 20_____

Owner's Signature

Owner's Signature

Owner's Signature

Owner's Signature

Owner's Signature

Owner's Signature