



City of Tigard

COMMUNITY DEVELOPMENT DEPARTMENT

Downtown Design Review Compliance Letter — Type I Application

PROPOSAL SUMMARY (Brief description)

Property address/location(s): _____

Tax map and tax lot #(s): _____

Site size: _____

APPLICANT*

Name*: _____

Address: _____

City/state: _____ Zip: _____

Primary contact: _____

Contact phone number: _____

Email: _____

Property Owner/Deed Holder(s)* (Attach list if more than one)

Name: _____

Address: _____

City/state: _____ Zip: _____

Primary contact: _____

Phone number: _____

Email: _____

Applicant's signature

Print name

Date

Owner's signature

Print name

Date

REQUIRED SUBMITTAL ELEMENTS

- Owner's signature/written authorization
- Title transfer instrument or deed
- Site plan (2 plans drawn to scale 24"x36" and 1 reduced to 8 1/2" x 11")
- Applicant's statement/narrative (2 copies) address criteria in [18.650.030.B.1](#)
- Filing fee

FOR STAFF USE ONLY

Case No.(s): _____

Relate Case No.(s): _____

Application fee: _____

Application accepted:

By: _____ Date: _____

Application determined complete:

By: _____ Date: _____

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* 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 or submit a written authorization with this application.