

**CITY OF LAKE OSWEGO
PRE-APPLICATION CONFERENCE AND PROCEDURES**

The pre-application conference is a requirement for most minor and major development applications. **City policy requires that two members of the community who represent the neighborhood where your project is located will be invited to attend the conference.**

PURPOSE

The pre-application conference has been developed to:

- Thoroughly familiarize an applicant with City development codes, other applicable codes, and the procedures to complete land use/development applications.
- Review applicant's preliminary site inventory and proposal and to provide specific zoning and development information to the applicant as it relates to site limitations and the proposal.

REQUIRED MATERIALS AND SCHEDULING

The applicant submits three (3) collated sets of the following materials (folded to 8 ½" x 11") and one **Electronic Copy of Application Packet:**

- ___ Application form (include brief description of proposal)
- ___ County Assessor's Map
- ___ Existing Features Map (structures, topography, trees, creeks, etc.)
- ___ Site plan drawn to scale
- ___ For Design Review, RID (Infill), development in R-DD Zone (Old Town) or Historic Preservation applications: building elevations, floor plans, etc.
- ___ Fee (The Pre-Application fee is separate from, and in addition to, the application fee.)

This information must be submitted and reviewed for completeness by the Community Development Department no later than 2:30 p.m. Thursdays. No incomplete pre-applications will be accepted. A conference is then scheduled two weeks later on a Thursday at 1:15, 2:30 or 3:45 p.m. Late applications will be scheduled for the following week.

PROCEDURE

During the pre-application conference, the Planning Coordinator and other department representatives will meet with the applicant **[it is the applicant's responsibility to take appropriate notes throughout the meeting.]** The conference format is:

- Applicant presents proposal overview and introduces any supplemental material.
- Coordinator outlines applicable Comprehensive Plan, and Community Development Code references.
- Coordinator and other staff present review City standards and requirements as related to the proposal according to the standards checklist.
- Coordinator invites the representative from the neighborhood to share their insights.
- Coordinator summarizes staff concerns and reviews formal application procedures and scheduling.

Subsequent pre-application conferences may be scheduled by staff, as necessary, at no extra charge. Additional pre-application conferences requested by the applicant require an additional fee.



FEE: Refer to Fee Schedule,
plus \$70 Fire Marshal
Fee

PRE-APPLICATION

APPLICANT

NAME _____

COMPANY _____

ADDRESS _____

CITY _____ STATE ____ ZIP _____

TELEPHONE NO. _____

EMAIL _____

PROPERTY OWNER

NAME _____

ADDRESS _____

CITY _____ STATE ____ ZIP _____

TELEPHONE NO. _____

EMAIL _____

DESCRIPTION OF PROPERTY

STREET ADDRESS OR GENERAL LOCATION _____

TAX MAP _____

TAX LOT(S) _____

PROPERTY SIZE _____

(Acres/Square Feet)

ZONING _____

COMP. PLAN _____

NEIGHBORHOOD ASSOCIATION _____

PROPOSAL

I understand that the comments provided by staff at the Pre-Application Conference are preliminary in nature, and that additional concerns may be raised, and additional information may be required after a development application has been submitted. I consent to an on-site inspection by an employee(s) of the City of Lake Oswego. (Restrain your dog on inspection day.)

Date

Applicant's Signature