



CITY OF LAKE OSWEGO PRE-APPLICATION CONFERENCE AND PROCEDURES

The pre-application conference (pre-app) is a requirement for most minor and major development applications. **To represent the community, the city invites two neighborhood association members to the conference.**

PURPOSE

The pre-app has been developed to:

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

REQUIRED MATERIALS AND SCHEDULING

The applicant must submit one **Electronic Copy of the Pre-App Packet** that includes the following materials to planning@lakeoswego.city:

- ___ Application form (see next page and include brief description of proposal)
- ___ County Assessor's Map (mark the subject tax lot or lots)
- ___ Existing Features Map (show structures, topography, trees, natural resources, etc.)
- ___ Site Plan (conceptual development plans, drawn to scale if possible)
- ___ For Design Review, RID (Infill) design variances, development in R-DD Zone (Old Town), or Historic Preservation applications: preliminary/conceptual building elevations, floor plans, etc.
- ___ Fee (this fee is separate from, and in addition to, the land use application fee.)

The information must be submitted and reviewed for completeness by Planning staff no later than 2:30 p.m. Thursdays. Once the materials are found to be complete and the fee is paid, a conference will be scheduled no sooner than two weeks later on a Thursday afternoon at 1:15, 2:30, or 3:45 p.m., subject to availability. Late submissions will be scheduled three weeks later.

PROCEDURE

During the pre-app, the Planning Coordinator and other department staff will meet with the applicant. **It is the applicant's responsibility to take appropriate notes during the meeting.** The meeting format is:

- Applicant presents proposal overview and introduces any supplemental material.
- Coordinator outlines relevant Comprehensive Plan goals and policies (if applicable), and Community Development Code standards.
- Coordinator and other staff present review standards and requirements as related to the proposal.
- Coordinator invites the representative(s) from the neighborhood to share potential concerns and insights.
- Coordinator summarizes staff concerns, and reviews formal application procedures and scheduling.

One subsequent pre-application conference may be requested by the applicant or required by staff, as necessary, at no extra charge. Additional pre-application conferences requested by the applicant require an additional fee.

PRE-APPLICATION FORM

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

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 or 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