What information do I receive from the Pre-Application Conference? A checklist is prepared for the Applicant by the Planning Coordinator. This checklist:

- Summarizes the application process.

- Outlines the neighborhood contact requirements.

- Identifies applicable Comprehensive Plan (if any) and Development Code standards that must be addressed in the subsequent application.

- Identifies documentation necessary for a complete application.

- Summarizes fees and the time frame for the review process.

- Includes Engineering, Building and Fire Department comments, when applicable.

Revised: 05/14

For more information contact:

City of Lake Oswego
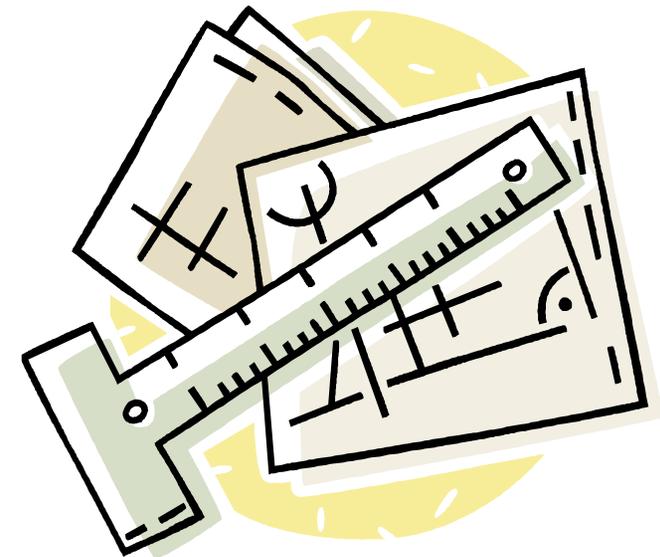Community Development Department
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What is...

The

Pre-Application

Process?

The Pre-Application Process

What is a Pre-Application Conference? The purpose of the Pre-Application Conference (Pre-App) is to discuss the development proposal, the applicable criteria, and the requirements for completing an application. The Pre-App process has been developed to (1) familiarize an applicant with City development codes and the procedures to complete a land use/development application(s); (2) review the applicant's preliminary site plan and proposal; and (3) to provide specific zoning and development information to the applicant as it relates to site limitations and the proposal.

Which development permits require a Pre-Application Conference? A Pre-App is required for all major and minor developments. This includes (but is not limited to) Variances, Major and Minor Partitions, Development Review, Subdivisions, Rezonings, Conditional Use Permits, Lot Line Adjustments that increase allowable density, and RID (Infill) Reviews. A Pre-App is not required for ministerial development applications but may be scheduled at the request of the Applicant or when required by the City Manager. Please confirm with the Community Development Department whether your development proposal requires a Pre-App Conference.

Who attends a Pre-Application Conference? The Pre-App Conference brings the Applicant together with the Planning Coordinator and other department representatives, including long-range Planning and Engineering when applicable. The Fire Department also reviews the Pre-Application submittal. In addition, City policy allows up to two members of the community who represent the neighborhood where your project is located attend the conference. These representatives receive training regarding their role in the Pre-App process.

When are Pre-Application Conferences held? Pre-Apps are scheduled every Thursday afternoon. There are three time slots: 1:15, 2:30 and 3:45.

Where are the Pre-Application Conferences held? Pre-Apps are held in the Community Development Department's conference room. The Department is located on the 3rd floor of City Hall, 380 A Street, in downtown Lake Oswego.

How do I schedule a Pre-Application Conference? Pre-Apps are scheduled on a first come, first served basis at the time a complete Pre-Application is submitted and the fee is paid. The conference is scheduled at least 2 weeks after the submittal date.

What do I need to submit for a Pre-Application Conference? Complete the front page of the Pre-Application form, including a short description of the proposed project. The Applicant must sign the form and submit 5 (five) collated sets of the following materials:

- Application Form
- County Assessor's Map
- Existing Features Map (structures, topography, trees, creeks, etc)
- Site Plan drawn to scale
- For Design Review, RID (Infill) and projects in the DD Zone (Old Town): building elevations, floor plans, etc.

Is there a fee for the Pre-Application Process? In general, the Pre-App Fee is 10% of the ultimate application fee, plus a Fire Marshal fee. Design Review and RID (Infill) Review have pre-set fees. Please confirm your fees with the Community Development Department prior to submittal. Pre-App fees are not credited toward the final development review fees.

What is the format for the Pre-Application Conference? The conference format is:

- Applicant presents an overview of the proposed development and introduces any supplemental material.
- The Planning Coordinator outlines Comprehensive Plan (if applicable) and Development Code references.
- Coordinator and other city staff review City standards and requirements as related to the proposal according to the standards checklist.
- Coordinator invites the representative from the affected neighborhood association, if present, to share their insights.
- Coordinator summarizes staff concerns and reviews formal application procedures and scheduling.