



City of Oregon City Pre-Application Form

File Number PA - _____

Meeting Date ___/___/___ **Time:** 10 A.M. **Location:** 695 Warner Milne Road, Oregon City
Applicants and representatives are expected to present a detailed explanation of their proposal at the conference.

Applicant:

Name _____

Contact Person _____

Address _____

Phone _____

Email _____

Owner(s):

Name _____

Address _____

Phone _____

Email _____

Property Description:

Tax Assessor Map Number(s):

Address: _____

Proposed Development Action:

Applicant Signature _____ Date _____

Pre-Application Checklist:

Failure to submit a complete application may require additional fees and pre-application meetings.

Minimum Pre-Application Requirements

- Pre-Application Fee
- Narrative: A detailed description of your proposal and any specific questions you have
- Site/Plot Plan (8½" x 11" or 11" x 17")
 - ___ Parcel and building setback dimensions
 - ___ Existing and proposed structures
 - ___ Location and dimensions of easements and driveway
 - ___ Location of utilities – storm, sanitary sewers & water (including size of service and street location)
 - ___ Width of adjacent right of way
- Property Zoning Report
- Additional Information / Requirements

Additional Subdivision / Minor Partition Requirements

- Slope map (if area exceeds a 24% slope)
- Significant Tree Locations (all trees with a caliper over 6 inches)
- Utility layout
- Proposed detention system with topographic contours
- Location of on-site water resources
- Connectivity analysis that includes shadow plats of all adjacent properties demonstrating how they can be developed meeting existing code.

Additional Site Plan & Design Review Requirements

- Proposed elevations
- Parking lot layout
- Parking space calculations (based on use and square footage of building)

The pre-application conference provides the applicant the necessary information to make an informed decision regarding a land use proposal. Meetings are held on Tuesdays and Wednesdays. Pre-Application Conferences expire six (6) months from the meeting date.

Please submit 3 hard copies and 1 electronic copy of the required information.

Routing: PubWks ; PW Dir. ; Bldg ; Develop. Serv. ; Fire ; Finance ; Clack Co (E) ; Clack Co (P) ; ODOT ; Schools ; Tri-Met ; Metro ; Police ; Other _____