



## Conditional Use Checklist

1. \_\_\_ **A Completed Application Form with All Property Owner Signatures** (P)
2. \_\_\_ **Narrative** (P/DS)  
A complete and detailed narrative description of the proposed development and an explanation addressing all applicable approval criteria. A template is provided at the Pre-Application Conference.
3. \_\_\_ **Neighborhood Association Meeting** (P)
  - A sign-in sheet of meeting attendees
  - A summary of issues discussed
  - A letter from the neighborhood association or CIC indicating that a neighborhood meeting was held.
  - If the applicant held a separately noticed meeting, the applicant shall submit a copy of the meeting flyer, a sign in sheet of attendees and a summary of issues discussed.
4. \_\_\_ **Pre-Application Conference Summary Sheet** (P/DS)
5. \_\_\_ **Additional Information or Reports** (P/DS)  
If Required in Pre-Application Conference.
6. \_\_\_ **A Current Preliminary Title Report or Trio for the Subject Property(ies)** (P)
7. \_\_\_ **Mailing Labels for Owners within 300 Feet of the Subject Site or Fee for City-Provided Labels** (P)  
The names and addresses of property owners within 300 feet of the site from a title company.
8. \_\_\_ **Copies** (P)  
Two (2) copies of all information, reports, and drawings (full-sized and 8.5" by 11") pertaining to this application.
9. \_\_\_ **Electronic Version of All Application Materials** (P/DS)
10. \_\_\_ **All Required Application Fees** (P)

(P) = Contact the Planning Division at (503) 722.3789 with any questions regarding this item.

(DS) = Contact the Development Services Division at (503) 657.0891 with any questions regarding this item.

***Incomplete applications will not be processed.***