



CITY OF BEAVERTON

Community Development
 Department
 Planning Division
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BeavertonOregon.gov

OFFICE USE ONLY

FILE #: _____
FILE NAME: _____

TYPE: _____ **RECEIVED BY:** _____
FEE PAID: _____ **CHECK/CASH:** _____
SUBMITTED: _____ **LWI DESIG:** _____
LAND USE DESIG: _____ **NAC:** _____

PRE-APPLICATION CONFERENCE - APPLICATION

APPLICANT: Use mailing address for meeting notification. Check box if Primary Contact

COMPANY: _____
ADDRESS: _____
 (CITY, STATE, ZIP) _____
PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **CONTACT:** _____
(Original Signature Required)

APPLICANT'S REPRESENTATIVE: Check box if Primary Contact

COMPANY: _____
ADDRESS: _____
 (CITY, STATE, ZIP) _____
PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **CONTACT:** _____
(Original Signature Required)

PROPERTY OWNER(S): Attach separate sheet if needed. Check box if Primary Contact

COMPANY: _____
ADDRESS: _____
 (CITY, STATE, ZIP) _____
PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **CONTACT:** _____

Note: A land use application must be signed by the property owner(s) or by someone authorized by the property owner(s) to act as an agent on their behalf. If someone is signing as the agent of the property owner(s), that person must submit a written statement signed by the property owner(s), authorizing the person to sign the application.

PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: _____			AREA TO BE DEVELOPED (s.f.): _____
ASSESSOR'S MAP & TAX LOT #	LOT SIZE	ZONING DISTRICT	EXISTING USE OF SITE: _____
_____	_____	_____	_____
_____	_____	_____	PROPOSAL: _____
_____	_____	_____	_____
_____	_____	_____	_____

PRE-APPLICATION CONFERENCE - INTRODUCTION

When is a Pre-Application Conference Required?

Pre-Application Conferences **are required** for all proposals that require a Type 2, Type 3 or Type 4 application. Applicants may choose to forgo the required pre-application conference for Type 2 application upon completion of a form for that purpose provided by the Director. A Pre-Application Conference **is optional** for Type 1 applications.

Purpose of a Pre-Application Conference?

- To acquaint the City, and outside agencies, and service providers, with a potential application, and to acquaint the potential applicant with the requirements of the Code, the Comprehensive Plan, and other relevant criteria and procedures.
- A pre-application conference is not intended to be an exhaustive review of all potential issues.
- A pre-application conference does not bind or preclude the City from enforcing all applicable regulations or from applying regulations in a manner differently than may have been indicated in the pre-application conference.
- Intended to be informational only, and **is not** an approval in any manner of your proposal.

What is the Application Procedure?

1. Submit a complete Pre-Application Conference application form, together with the required the written and plan information identified in the Pre-Application Conference Submittal Checklist form, and the required fee.
2. The City will schedule and conduct a Pre-Application Conference within 21 calendar days of the receipt of a request for a pre-application conference.
3. At the conference you will meet with representatives of the City's Planning Division Department who will discuss the proposal with you. Depending upon the type and complexity of your proposal, representatives from other City Departments and other agencies including but not limited to Engineering, Transportation, Public Works, and Fire Prevention Divisions, may also attend.
4. During the Pre-Application Conference or shortly thereafter, staff will present you with a summary report responding to your proposal and identify applicable Development Code regulations, and Comprehensive policies, key issues, and requirements for special studies and information including but not limited to traffic studies and soil studies. If you bring up additional or new information at the pre-application conference, staff may revise the pre-application conference summary report, and mail it to you within 14 days of the meeting date.

How Long is the Pre-Application Conference Valid?

A Pre-Application Conference is valid **one (1) year** from the date of the conference.

Some Key Things to Remember:

As you prepare for the pre-application conference, keep in mind the following key things:

- The property you are investigating may have private obligations, such as covenants, conditions and restrictions (CC&R's) to which the City is not a party and does not consider in its review.
- The more detailed the information submitted for review, the more information staff can provide you on the required type(s) of land use review, more explicit the response can be provided.
- You are required to submit the pre-application conference report as part of your formal land use application.

QUESTIONS? PHONE (503) 526-2420 or FAX (503) 526-2550

PRE-APPLICATION CONFERENCE – SUBMITTAL CHECKLIST

WRITTEN STATEMENT – Total of ten (10) copies, unless otherwise noted

- A. APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).
 - *Have you submitted for a permit from another division?*
- B. WRITTEN STATEMENT.** Provide a detailed description of the proposed project or proposal including, but not limited to: the changes to the site, structure, landscaping, parking and land use.
- C. FEE** as established by the City Council. Make checks payable to the City of Beaverton.

PLANS & GRAPHICS – Total of ten (10) copies

All plans, except architectural elevations, should be to scale (engineering scale) and should have a maximum sheet size of **24" x 36"** and a minimum sheet size of **11" x 17"**. Architectural elevations may be drawn to an architectural scale and should have a maximum sheet size of **24" x 36"** and a minimum sheet size of **11" x 17"**. **All plans should be folded to fit a legal size file jacket.**

- A. PROPOSED SITE PLAN:** Applicants are encouraged to provide as much information and detail as available. Below is a list of recommended items to be shown on the Proposed Site Plan:

- Proposed name of project (e.g., subdivision or business).
- Area of the site (acres or square feet).
- Location of existing public and private utilities, easements, and 100-year floodplain (if known)
- Sensitive areas, as defined by Clean Water Services (CWS) standards (if known).
- Location of on-site wetlands, upland wooded areas, riparian areas, rock out-croppings, and streams (if known).
- Configuration and dimensions of all existing and proposed lots and tracts, including proposed park, open space, and or drainage tracts or easements.
- Location and dimensions of existing and proposed buildings, structures.
- Internal circulation system, name and location of existing and proposed roadways and roadway easements (private and public).
- Location of existing and proposed on-site driveways and off-street parking
- Location of existing off-site driveways across the street.
- Location and width of existing and proposed on-site pedestrian and bicycle facilities on-site.
- Location and width of existing and proposed easement for access, drainage, etc.
- Location of existing and proposed trees and other landscaping to be planted at the site.

- B. PROPOSED ARCHITECTURAL ELEVATIONS (if applicable and available)**

- Building height, direction each elevation will face, material elements (if known) and other features.

SPECIFIC QUESTIONS AND ISSUES YOU WISH TO HAVE DISCUSSED AT THE PRE-APPLICATION CONFERENCE: (Attach separate sheet if necessary)

- 1. _____

- 2. _____

- 3. _____

- 4. _____

PLEASE NOTE BELOW THE NAMES OF CITY STAFF WITH WHOM YOU HAVE ALREADY DISCUSSED THIS PROPOSAL, ESPECIALLY IN RELATION TO THE ABOVE QUESTIONS AND ISSUES:

	STAFF PERSON NAME	DEPARTMENT
1.		
2.		
3.		