



Scappoose Planning Department
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Pre-Application Conference

NOTICE TO APPLICANT: On original application form, please print legibly using black/dark blue ink or type. Applicants are advised to review the list of submittal requirements on the next page in order to ensure that the meeting is as informative as possible. The pre-application conference is a requirement for many development applications. The purpose is to review the applicant’s preliminary proposal, and to familiarize an applicant with the City’s Development Code Standards and the procedures to complete an application successfully.

In order to complete the application, you must request the zoning designation of the subject property. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED UNTIL THE PLANNING DEPARTMENT RECEIVES ALL REQUIRED SUBMITTAL MATERIALS. REFER TO THE SUBMITTAL CHECKLIST PAGE. STAFF WILL CONTACT APPLICANT WITH CONFERENCE DATE AVAILABILITY.

TRACKING INFORMATION (For Office Use Only)

<i>Application Submittal Includes:</i>		
<input type="checkbox"/> 8 Hard Copies Required	<input type="checkbox"/> Electronic Submittal	<input type="checkbox"/> Fee
Date Submitted with payment: _____		Receipt #: _____

Applicant: Name _____
 Business Name _____
 Mailing Address _____ City _____ State _____ Zip _____
 Phone # _____ Fax # _____ Email Address _____
 Applicant’s Signature _____ Date: _____
 Applicant’s interest in property _____

Property Owner(s): Name(s) _____
 Business Name _____
 Mailing Address _____ City _____ State _____ Zip _____
 Phone # _____ Fax # _____ Email Address _____
 Does the owner of this site also own any adjacent property? Yes No *(If Yes, please list tax map and tax lots)*

 Property Owner(s) Signature(s) _____ Date: _____

SITE LOCATION & DESCRIPTION

Tax Map # _____ Tax Lot # _____
Additional Tax Maps # _____ Tax Lot # _____
Frontage Street or Address _____
Nearest Cross Street _____
Plan Designation _____ Zoning _____ Site Size _____ acres sq. ft.

SUMMARY OF REQUEST

Proposed Project Name _____

Estimated Valuation \$ _____

Project Type: *(Specify project type: Single-Family Residential (SFR), Multi-Family Residential (MFR), Accessory Dwelling Unit (ADU), Commercial, Industrial, Mixed Use)* _____

Please provide a brief narrative describing the proposed project, including how your proposal could meet the dimensional requirements of the applicable zoning designation, and showing compliance with the listed permitted or conditional uses, as outlined within the applicable Scappoose Development Code chapter.

If you have specific questions related to the project that you would like to have addressed during the meeting, please describe them below:

SUBMITTAL REQUIREMENTS CHECKLIST

(PRE-APPLICATION)

Submittal Requirements:

1 original completed and “wet signed pre-application conference request form with \$450 payment. **NOTE: Incomplete applications will not be accepted. No loose pages will be accepted. Each submittal set must be bound with page numbers. The application pages 1-2 will be the cover sheet(s) of EACH submittal set and can be on 8x11 paper.**

Applicant to submit eight (8) collated & bound 11x17 (or larger) copies of the following information;

- 8 copies of the completed and signed pre-application conference request form (this will be the cover sheet(s)).

- Plan of the proposed development** (drawn to scale), 11x17 (or larger) and clearly marked with the following:
 1. Project name
 2. Vicinity map
 3. Scale
 4. North arrow
 5. Date
 6. Applicant’s name and contact information

- Project Description:** Provide a narrative description of the following:
 1. Project Name
 2. Uses proposed for the site
 3. Hours of operation
 4. Estimated vehicular traffic to and from the site

- Preliminary Site Plan** – Existing and proposed on-site structures and improvements including the following:
 1. Identify use(s) of all existing and proposed structures
 2. Location and dimensions and height of all existing and proposed buildings and structures
 3. Location and dimensions of existing and proposed recreation areas and open space
 4. Location of existing and proposed driveways, off-street parking and loading areas.
 5. Location, dimensions and screening of proposed solid waste and recyclables storage areas
 6. Existing or conceptual plan showing lighting and landscaping. Landscape plan should include location of private driveway(s) and buffering for off-street parking and loading areas
 7. Location and dimensions of existing and proposed streets, right-of-way and public/private access easements on and adjoining the site
 8. Location and dimensions of all existing and proposed above ground and below ground utilities

- Preliminary Engineering Information** - Provide a conceptual drawing or sketch showing the following:
 1. Approximate location of existing fire hydrants within a 100’ radius of site
 2. Proposed method of providing storm-water drainage on site
 3. Proposed erosion control measures
 4. Proposed grading activity for the site, indicating areas of proposed cuts and fills

- **Preliminary Architectural Information** – Provide a brief narrative description of the following for each structure and outdoor activity to be built or retained on site: ***(Commercial, Multi-Family and Industrial applications only)***
 1. Gross square footage
 2. Proposed and potential uses and occupancy group
 3. Number of floors, building height and construction type
 4. Conceptual plans showing at least the gross square footage
 5. Conceptual elevation drawing
 6. Dimensions and area of the project site

Pre application Conference Format

- Applicant presents proposed overview and any supplemental material.
- Fire Chief Comments
- Engineering Comments
- Public Works Comments
- Utility Comments (Columbia River PUD, phone, cable, etc.)
- Planning Comments
 - Applicable Ordinances
 - Application Forms
 - Scheduling
- Summary of staff concerns

Note: It is the applicant's responsibility to take appropriate notes during the conference.