



Pre-Application Conference Application

Scappoose Planning Department

52610 NE 1st St.; Scappoose, OR 97056 | (503) 543 - 7184 | www.scappoose.gov

The Pre-Application Conference is a requirement for many development applications. The purpose is to review and provide feedback on the applicant's preliminary proposal, to explain the land use approval process, and to provide the applicant with a list of the applicable chapters of the development code that require a narrative response. Staff will contact the applicant with available meeting dates once a complete application and payment is submitted.

Please enter the information electronically using the fillable PDF or write legibly using black or dark blue ink. While completing the application electronically is an option, a wet-ink signature is required when a signature is prompted. If you utilize the fillable PDF, please complete the prompts, print the document, and physically sign where required. Applicants are advised to review the list of submittal requirements in order to ensure that the meeting is as informative as possible.

TRACKING INFORMATION (for office use only)

<i>Application submittal Includes:</i>		
<input type="checkbox"/> 2 hard copies	<input type="checkbox"/> Electronic submittal	<input type="checkbox"/> Fee
<i>Date submitted with payment:</i> _____		<i>Receipt #:</i> _____

APPLICANT INFORMATION

Name: _____ Interest in property: _____

Business name: _____

Mailing address: _____

Phone #: _____ Email address: _____

Signature: _____ Date: _____

PROPERTY OWNER INFORMATION

Name(s): _____

Mailing address: _____

Phone #: _____ Email address: _____

Does the owner of this site also own any adjacent property? ☐ Yes ☐ No *(If Yes, please list tax map and tax lots)*

Signature: _____ Date: _____

SITE LOCATION & DESCRIPTION

Address or frontage street: _____

Tax map #(s): _____ Tax lot #(s): _____

Nearest cross street _____

Plan designation: _____ Zone: _____ Site size: _____ ☐ acres ☐ sq. ft.

SUMMARY OF REQUEST

Proposed project name: _____

Estimated project valuation (\$): _____

Project type *(Examples: Subdivision, Multi-Family Residential (MFR), Accessory Dwelling Unit (ADU), Commercial, Industrial, Mixed Use)*: _____

Detailed project description: _____

If you have specific questions related to the project that you would like to have addressed during the meeting, please list them below and staff will provide responses to each of them in the Pre-Application memo you will receive.

- 1.

- 2.

- 3.

- 4.

- 5.

- 6.

- 7.

- 8.

SUBMITTAL REQUIREMENTS CHECKLIST

NOTE: Incomplete applications will not be accepted. Loose pages will not be accepted. Each submittal set must be bound with page numbers. The pages of the application form will be the cover sheet(s) of EACH submittal set and can be on 8.5" x 11" paper.

- ☐ 1 original completed and "wet" signed Pre-Application Conference application form with required payment and 1 printed copy of the signed application form.

Applicant to submit two (2) collated and bound copies of the following information, attached to the application forms described above:

- ☐ **Detailed project description (8.5" x 11"), including 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 (11" x 17"), including the following:**
 1. Scale
 2. North arrow
 3. Location and dimensions of existing and proposed street(s), rights-of-way, and public/private access easements on and adjoining the site
 4. Location, use, height, and square footage of all existing and proposed structures on the site
 5. Location and dimensions of existing and proposed driveways, off-street parking (vehicular and bicycle), and loading areas
 6. Location, size, and type of existing and proposed utilities
 7. Location and dimensions of existing and proposed recreation areas and open space
 8. Location, dimensions, and screening of proposed solid waste and recyclables storage areas
 9. Existing or conceptual plan showing the location, height, and orientation of lighting
 10. Existing or conceptual plan showing the location and species of landscaping
- ☐ **Preliminary engineering information (11" x 17") - Provide a conceptual drawing or sketch, showing the following:**
 1. Scale
 2. North arrow
 3. Approximate location of existing fire hydrants within a 100' radius of site
 4. Proposed method of providing stormwater drainage on site
 5. Proposed grading activity for the site, indicating areas of proposed cuts and fills
- ☐ **Preliminary architectural information (8.5" x 11") - Provide a brief description of the following for each structure and outdoor activity to be built or retained on site: **(Commercial, Multifamily, and Industrial applications only)****
- ☐ **One electronic (PDF) copy of all materials above. The electronic copy should be saved directly from the electronic file rather than a scan of printed materials (except for the application form; that may be scanned so that the electronic copy includes the hand-written signature).**

PRE-APPLICATION CONFERENCE FORMAT

City staff (Planning Department and Engineering Department) will lead the Pre-Application Conference and, depending on the project, may invite the Public Works Director, Building Official, Scappoose Rural Fire Protection District, Columbia River PUD, ODOT, and/or any other agencies that would need to comment on the proposal. The Conference will take the following format:

1. Introductions
2. Process and applicable criteria
 - a. Required application forms
 - b. Applicable ordinances
 - c. Rough scheduling outline
3. Response to applicant questions
4. Planning Department comments
5. Engineering Department requirements and comments
6. Public Works comments
7. Building Official comments
8. Fire District comments
9. Columbia River PUD comments
10. Address any outstanding items or topics that came up during the meeting

Note: While you will be provided a memo of staff/agency comments and responses to your questions, it is the sole responsibility of the applicant to take appropriate notes during the Conference.