



Inquiry Meeting Application

Scappoose Planning Department

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

The Inquiry Meeting is recommended for many development applications. The purpose of an Inquiry Meeting is to provide a general understanding of the land use process, answer the applicant's questions, list some of the basic criteria that would apply to the proposal, and identify potential issues in the early phases of the project. Staff will contact the applicant with available meeting dates once a complete application and payment are 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"/> <i>1 hard copy (application form)</i> | <input type="checkbox"/> <i>Electronic submittal (rest of submittal)</i> | <input type="checkbox"/> <i>Fee*</i> | |
| | <i>Date submitted with payment:</i> _____ | | <i>Receipt #:</i> _____ | |

*The Inquiry Meeting fee acts as a deposit towards the required Pre-Application Conference if held within 6 months of the Inquiry Meeting.

APPLICANT INFORMATION

Name: _____

Business name: _____

Mailing address: _____

Phone #: _____ Email address: _____

Signature: _____ Date: _____

PROPERTY OWNER INFORMATION

Name(s): _____

Mailing address: _____

Phone #: _____ Email address: _____

Signature: _____ Date: _____

SITE LOCATION & DESCRIPTION

Address(es) or frontage street(s): _____

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

Nearest cross street _____

SUMMARY OF REQUEST

Proposed project name: _____

Estimated project valuation (\$): _____

Project type (*Examples: Subdivision, Site Development Review, Annexation*): _____

Project description and proposed uses of the site: _____

MEETING LOGISITICS

Provide a list of email addresses (in addition to the applicant’s) that should be invited to the meeting:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

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 Inquiry Meeting memo you will receive.

1.
2.
3.
4.
5.
6.
7.
8.

SUBMITTAL REQUIREMENTS CHECKLIST

Incomplete applications will not be accepted. Please ensure that all submittal requirements are included and bound. No loose papers will be accepted.

Applicant must also submit an electronic copy of the following:

- ☐ Scanned Inquiry Meeting application form with wet ink signature
- ☐ **Conceptual drawing or sketch**, including the following:
 1. North arrow
 2. Use(s) and location of all existing and proposed structures
 3. Adjacent street(s)
 4. Relevant property lines

INQUIRY MEETING FORMAT

City staff (Planning Department and Engineering Department) will lead the Inquiry Meeting. The Meeting will take the following format:

1. Introductions
2. Response to applicant questions
3. Planning Department comments
4. Engineering Department comments
5. Address any outstanding items or topics that came up during the meeting

Notes:

- While you will be provided with a brief memo of staff comments and responses to your questions, it is the sole responsibility of the applicant to take appropriate notes during the meeting.
- The applicant and any additional personnel may attend the meeting in person at the Scappoose Community Development Center or virtually via Microsoft Teams.