

Pre-Application Conferences



Pre-application conferences provide a useful screening of potential applications. Staff explains whether the proposal will likely be approved and what conditions of approval (street improvements, utilities, dedications, landscaping etc.) will be recommended. If staff expects to recommend denial or the applicant considers the conditions too costly, applicants often withdraw the proposal completely or modify it.

Prior to certain development review applications, the applicant must have a pre-application conference with the Planning Department staff. The purpose of a pre-application conference allows:

- (1) The applicant to present his/her ideas and desires for the project;
- (2) Planning staff to review applicable provisions of the Community Development Code and development review process;
- (3) Other city departments such as engineering, fire, and parks to provide comments to the applicant if necessary;
- (4) Planning staff to provide guidance and assistance to the applicant in preparing his/her application.

Pre-application conferences are not necessary for minor development approvals or for projects that require only a building permit.

Other types of development projects require a pre-application conference before submittal of the application. If you have questions as to whether your proposal requires a pre-application conference, please contact the Planning Department at 503-656-4211.

Pre-application conferences are held on the first and third Thursdays of every month. Meeting times are scheduled on a first-come, first-serve basis, between 8a.m. and 1:30p.m., and are at least one-half hour in length. The standard fee for a pre-application conference is \$350.00; however, for a more complex application the fee is \$1,000.00.

Appointments must be made at least two weeks prior to the meeting date, at which time the pre-application fee, preliminary proposal, and completed application form will need to be submitted. The property owner's signature is required on the application form.

Contact the Planning Department at 503-656-4211 to schedule a pre-application conference appointment.

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Published on City of West Linn Oregon Official Website (<http://westlinnoregon.gov>)

Members of the public interested in upcoming pre-application conferences may contact the Planning Department (503-656-4211) or their [Neighborhood Association President](#) . You may also “hit” upcoming dates of pre-application conferences to discover the location and subject of past and present proposals.

Source URL (retrieved on 2012-05-10 07:50): <http://westlinnoregon.gov/planning/pre-application-conferences>