

Planning & Development ∙ 22500 Salamo Rd #1000 ∙ West Linn, Oregon 97068  
Telephone 503.656.4211 ∙ Fax 503.656.4106 ∙ westlinnoregon.gov

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| To fill in this form, use the TAB key to move to each field (don’t use Enter key). Use Shift+TAB to move to a previous field. | **Pre-Application Conference** |  |

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| **This Section for Staff Completion** | | |
| **Conference Date:** | **Time:** | **Project #:** |
| **Staff Contact:** | | **Fee:** |

Pre-application conferences occur on the first and third Thursdays of each month. In order to be scheduled for a conference, this form including property owner’s signature, the pre-application fee, and accompanying materials must be submitted at least 14 days in advance of the conference date. Twenty-four hour notice is required to reschedule.

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| Address of Subject Property (or map/tax lot): |  |
|  |  |
| Brief Description of Proposal: | |

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| --- | --- | --- | --- |
| Applicant’s Name: |  | | |
| Mailing Address: |  | | |
| Phone No: | **(   )** | Email Address: |  |

Please attach additional materials relating to your proposal including a site plan on paper up to 11 x 17 inches in size depicting the following items:

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| * North arrow | * Access to and from the site, if applicable |
| * Scale * Property dimensions | * Location of existing trees, highly recommend a tree survey |
| * Streets abutting the property * Conceptual layout, design and/or building elevations | * Location of creeks and/or wetlands, highly recommend a wetland delineation * Location of existing utilities (water, sewer, etc.) |
| * Easements (access, utility, all others) |  |
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| Please list any questions or issues that you may have for city staff regarding your proposal: |

By my signature below, I grant city staff right of entry onto the subject property in order to prepare for the pre-application conference.

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| Property owner’s signature |  | Date |
|  | | |
| Property owner’s mailing address (if different from above) |  |  |