



CONDITIONAL USE: PRE-APPLICATION CHECKLIST

File Number: Z _____ -PAC Date: _____ *

*Must submit land use application by _____ to receive \$ _____ credit

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Conference Date: _____ **Time:** _____ **Rm:** _____

Planner: Sandy Ingalls Phone No.: 503-742-4532 E-mail: sandying@co.clackmas.or.us

Applicant(s): _____ Phone No.: _____

Applicant(s) E-mail Address: _____

Site Address: _____

Legal Description: T _____ S, R _____, Section _____, Tax Lot(s) _____

Zone/Comp. Plan Designation: _____ / _____ Total Land Area: _____

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Objective: To provide a preliminary review of the proposal for compliance with all applicable development standards; identify any issues and assist with providing workable alternatives; explain the submittal requirements, review the process, timelines and costs of the application; and answer any questions.

Description of Proposed Use: (buildings, no. of people, employees, days and hours of operation, year-round/seasonal, etc.) _____

Type of Application(s) Required / Filing Fee / Application Process:

Conditional Use Permit (\$3,833) * _____ less Pre-app credit = \$ _____ Requires Public Hearing

Conditional Use Permit/Mining (\$10,000) * _____ less Pre-app credit = \$ _____ Requires Public Hearing

Other(s) _____

Previous Land Use Actions:

Past Approvals: (History Files, Rolodex, Fiche, Permits Plus, App. Extender, Old Building Records, Replacement Dwelling Agreements, Tax Assessors, Old Aerial Photos, etc.):

***Note: Fees may change between your pre-application conference and application submittal.**

Past Building Permits:

Background Research, Review of Resource Inventories, etc.

River Resources:

Flood Hazard Development: Section 703, Y N _____
RSCA (Rural, Outside Metro Areas): Section 704 / Design Plan Y N _____
Stream Size: S M L / Minimum Setback _____
Willamette River Greenway (WRG): Section 705, Y N _____
Habitat Conservation Area District (HCAD) (Urban): Section 706, Y N _____
Water Quality Res. Area Dist. (WQRAD) (Service Dist. #1, SWMAC): Section 709 , Y N _____

Wetland Inventories:

National Wetland Inventory, Development subject to DSL approval, Y N _____
North Urban Area Inventory, Development subject to Section 709, Y N _____

Other Inventories and Requirements:

Legal Lot of Record Y N _____
Private Use Airport & Safety Overlay Zone, Section 712, Y N _____
Public Use Airport & Safety Overlay Zone. Section 713, Y N _____
Historic Landmark/Barlow Trail Section 707, Y N _____
Water Purveyor Letter Y N _____
Erosion Control Area/Tualatin Basin Y N _____
Geologic Hazards Map Y N _____
Slopes Greater than 20% 35% _____
Big Game W.R. Y N _____
Urban Reserve Area Y N _____
Inside City UGB (UGMA) Y N _____
Soils Types – High Value Y N Types: _____
Sensitive Groundwater Area, Section 1006, Y N _____

Comprehensive Plan Design Areas:

Government Camp./Mt. Hood	Y	N	_____
Sunnyside Village	Y	N	_____
Sunnyside Corridor	Y	N	_____
McLoughlin Corridor	Y	N	_____
CRC	Y	N	_____
Kruse Way	Y	N	_____
Clackamas Ind. Area/North Bank	Y	N	_____

Other Information

ZDO Sections: _____

Comp Plan Policies: _____

Section 800 Standards: _____

Traffic Study Required: _____

Design Review: _____

CPO Contact: _____

Service Providers:

Water District: _____

Sewer District: _____

Storm Drainage / Section 1008 _____

Fire District: _____

Transportation and Park System Development Charges; Contact Diedre Landon, 503-742-4677

Submittal Requirements.

Other Comments:

Clackamas County webpage: www.clackamas.us. Click on Depts A-Z. Click on Zoning. Find: C-Map, Forms, ZDO, Comprehensive Plan, or other information.

Follow Up Items:

Development Review Staff and Application Fees: See page 4

DEVELOPMENT REVIEW STAFF

CLACKAMAS COUNTY		
Planning Division - Comp Plan Amendment, and Zone Change	Rick McIntire Steve Koper	742-4516 742-4551
Planning Division - Conditional Use	Sandy Ingalls	742-4532
Planning Division - Design Review (Commercial Industrial & Multi-family projects)	Linda Preisz	742-4528
Transportation - Construction and Development	Robert Hixson	742-4708
Transportation – Traffic Engineering	Rick Nys	742-4702
Street Lighting - Service District #5	Kevin Noreen	742-4699
Water Environment Services (WES)	Tim Finley	742-4575
Water Environment, Soils Section - Soils Division Staff	On-call staff	742-4740
County Surveyor		742-4475
OTHER AGENCIES		
Oak Lodge Sanitary District	Gary Floyd	653-1653

APPLICATION AND DEVELOPMENT REVIEW FEES

The following is a list of the general applications and associated fees necessary for a Comp Plan Amendment, Zone Change and Conditional Use. Additional applications may be necessary depending on the specific development proposal.

Planning Department: Land Use Applications	
Comp Plan Amendment	\$3,045 *
Zone Change	\$2,465 to \$3,990 *
Conditional Use	\$3,833 *
Other	
Soils Department: On site sewage disposal systems	
Soil feasibility study	\$695 per lot.
Grading Permits	Fee dependent on volume cut or filled, whichever is greater.* See County Grading and Excavation Ordinance for fee schedule.
Transportation Department: Street/Road Construction and Encroachment permit, plan review and inspections	Residential: 8.49% of the estimated construction cost; \$937 minimum. * Commercial: \$937 minimum or \$117 per new or reconstructed parking space. *
Street Lighting: Street lighting is required for all new developments within Service District #5 and the Urban Growth Boundary	No Application Fee.
Transportation & Park System Development Charges (SDC): Transportation SDC fees are required for all new developments throughout the County. Park SDC fees are required for all new residential developments in the North Clackamas Parks District.	Fee schedule available at the Engineering Dept. * Diedre Landon; SDC Administrator Phone: 503-742-4677
Utilities - Surface Water Management - Erosion Control: Sanitary sewer, surface water, storm water and erosion control fees will be assessed by the appropriate utility district. Fees may be assessed for connections, maintenance, SDC's, plan review and inspections.	Contact the appropriate utility district at the phone number listed in the above table to obtain a fee schedule.

***Note: Fees may change between your pre-application conference and application submittal.**