



## PRE-APPLICATION CONFERENCE INFORMATION

**The purpose of a land use pre-application conference is to provide project specific information to the applicant on Clackamas County development policies, procedures, fees, and environmental regulations.**

**The pre-application conference is an informal meeting with Clackamas County Development Review staff members and other affected agencies. The main objectives of the conference are to:**

- Provide a preliminary review of the proposal for compliance with all applicable development standards.
- Identify significant issues.
- Assist in identifying design alternatives.
- Explain the submittal requirements and outline the review process, timelines, and costs associated with the application.
- Answer additional questions posed by the applicant.
- Introduce staff and provide staff contact information.
- Discuss the permitting required to comply with land use entitlements.

**If you have questions regarding your application, please refer to page 2 of this document for planning staff contact information.**

### FREQUENTLY ASKED QUESTIONS

#### **Are pre-application conferences mandatory?**

Pre-application conferences are required some land use applications: Design Review, Partition, Subdivision, Zone Changes, Home Occupation Exceptions and Conditional Use. Pre-application conferences are optional for other applications.

#### **How do I schedule the conference? Who coordinates the meeting?**

To schedule a pre-application conference, you must submit a complete Pre-Application Conference Request and provide the required documentation as listed on the form. Pre-application conference materials can be delivered or mailed to Planning & Zoning (See address below). Once Planning & Zoning has received and reviewed your pre-application conference request and materials, you will be contacted with a date and time for your pre-application conference.

#### **How much does it cost?**

The pre-application fee is \$273 (check or cash only). This fee will be credited towards the land use application if submitted within one year from the date of the pre-application conference. No refund will be given if no formal land use application is received.

#### **How quickly can I schedule a pre-application conference?**

A conference generally can be scheduled within 2-6 weeks from the time a complete pre-application material is submitted. Conferences are scheduled on a first come, first-serve basis. Please provide 24 hours notice to cancel or reschedule.

#### **When are the conferences held?**

Pre-application conferences for a conditional use are held on Tuesday and all others are held on Wednesday between the hours of 9:00am and 3:30pm.

#### **How long does the conference last?**

60 minutes is scheduled for each pre-application conference.

#### **Where will the conference be held?**

Pre-application conferences are held at the Clackamas County Development Services Building, 150 Beaver Creek Road, Oregon City, OR 97045. Check in at the 2nd floor lobby.

#### **Who will the County ask to attend the meeting?**

Planning & Zoning staff will review the development proposal and arrange for the appropriate staff members from other divisions and agencies to attend the conference and/or to provide comments on the proposal.

**As the applicant, who should I ask to attend the conference?** *(Staff recommendation)*

You, as the applicant should attend. If this is a leased property, the owner is encouraged to attend. However, if the applicant is performing due diligence, the property owner may not be necessary. If the consultant (such as, an engineer or an architect) are known, the applicant may invite them to attend at the applicant's discretion.

**CONFERENCE PROCEDURE**

During the pre-application conference, Planning & Zoning staff and other representatives will meet with the applicant.

1. Planning & Zoning staff introduces the participants, explains the conference procedure, and invites the applicant to present an overview of the proposal. Questions follow.
2. Planning & Zoning staff may invite other agencies, jurisdictions and county representatives to present requirements related to the proposal.
3. Planning & Zoning staff identifies pertinent standards of the Zoning and Development Ordinance (ZDO) and Comprehensive Plan that will apply to the applicant's proposal.
4. Planning & Zoning staff summarizes staff concerns, application submittal requirements, timelines and costs.

During the pre-application conference or shortly thereafter, staff may present the applicant with a summary report responding to the proposal, identify applicable ZDO sections, Comprehensive Plan policies, key issues, and requirements for special studies. It is the applicant's responsibility to take notes throughout the conference. Staff will prepare a pre-application summary report and mail it within 14 days of the conference date.

**REQUIRED MATERIALS:**

- Complete "Pre-Application Conference Request" form.
- County Assessor's Map (*Plan Map in the lobby "Self Help Area" maps are available online: <http://www.clackamas.us/gis/> or <http://www.clackamas.us/surveyor/disclaimer.htm>*)
- Existing Features aerial photo or Map (*Structures, topography, trees, creeks, etc.*)
- Site Plan (*Drawn to scale. See requirements outlined on "Pre-Application Conference Request" form.*)
- Pre-Application Conference Fee (*The pre-application conference fee is due at the time of request form submittal and will be credited to the formal land use application fee if the land use application is received within one year of the pre-app conference.*)
- Narrative (*Clear and detailed description explaining the proposed use.*)

<b>PLANNING STAFF CONTACT INFORMATION</b>			
<b>ZONE CHANGES</b>	Various Planning Staff @ 503-742-4500	<b>CONDITIONAL USE</b>	Sandy Ingalls @ 503-742-4532 <a href="mailto:SandyIng@co.clackamas.or.us">SandyIng@co.clackamas.or.us</a>
<b>PARTITIONS/ SUBDIVISIONS</b>	Steve Koper @ 503-742-4551 <a href="mailto:SteveKop@co.clackamas.or.us">SteveKop@co.clackamas.or.us</a> Rick McIntire @ 503-742-4516 <a href="mailto:rickm@co.clackamas.or.us">rickm@co.clackamas.or.us</a>	<b>DESIGN REVIEW</b>	Linda Preisz @503-742-4528 <a href="mailto:lindap@co.clackamas.or.us">lindap@co.clackamas.or.us</a>
<b>HOME OCCUPATION EXCEPTIONS</b>	Scott Hoelscher @503-742-4524 <a href="mailto:scotthoe@clackamas.us">scotthoe@clackamas.us</a>		



# Pre-Application Conference Request Form

The following information is required for a pre-application conference.

PLEASE PRINT

(Check appropriate land use application type.)     **Zone Change**     **Partition/Subdivision**  
 **Design Review**     **Conditional Use**     **Home Occupation Exception**

**Contact Information:**     **Owner**     **Architect**     **Engineer**     **Other**

**Contact/Applicant's Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Contact Information:**     **Owner**     **Architect**     **Engineer**     **Other**

**Contact's/Applicant's Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Property Information**

**Property Address:** \_\_\_\_\_

**Legal Description:** T\_\_\_\_\_ S, R\_\_\_\_\_ E/W/Q, Section \_\_\_\_\_ Tax Lot(s) \_\_\_\_\_  
*(For property legal description, contact Planning & Zoning at 503-742-4500)*

**Project Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Existing Bldg. Square Footage:** \_\_\_\_\_ **Building Valuation:** \_\_\_\_\_

**Proposed New Square Footage:** \_\_\_\_\_

**Partitions/Subdivisions**     **Number of Lots:** \_\_\_\_\_     **Measure 49:** \_\_\_\_\_

**Multifamily Development:**     **Studio**    (# Units): \_\_\_\_\_    \_\_\_\_\_ Square Feet  
 **One Bedroom**    (# Units): \_\_\_\_\_    \_\_\_\_\_ Square Feet  
 **Two Bedroom**    (# Units): \_\_\_\_\_    \_\_\_\_\_ Square Feet  
 **Three Bedroom**    (# Units): \_\_\_\_\_    \_\_\_\_\_ Square Feet

**Commercial/Industrial/Institutional Development:**

*(If a mixed use development is proposed, check all uses that apply and list corresponding square footage for each use.)*

General Office                       Residential                       Commercial

Industrial                       Institutional                       Zone Change

Number of employees/students/occupants: \_\_\_\_\_  Days of operation: \_\_\_\_\_

Estimated hours of daily operation: \_\_\_\_\_ am - \_\_\_\_\_ pm

Is the property under enforcement action for a violation of the ZDO?     No     Yes

**Home Occupation Exception (Section 822.06)**

List the home occupation standard(s) to be exceeded: \_\_\_\_\_

\_\_\_\_\_

Describe proposed business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Home Occupation to Host Events (Section. 806) ONLY:**

# of days per week: \_\_\_\_\_     # of annual events: \_\_\_\_\_     # of people per event: \_\_\_\_\_

Additional information (seasonal events, weather restrictions, etc): \_\_\_\_\_

**SITE PLAN Requirements:**

At a minimum, the site plan should provide information on the following items:

(All items on a site plan must be legible and drawn to scale, no smaller than 1 inch = 50'. The plan should be on paper no smaller than 8 1/2" x 11" and no larger than 11" x 17". If warranted by the size of the development, large plan sets may be submitted.)

1.  Existing and proposed lot lines, lot or parcel numbers, and acreage/square footage of lots.
2.  Dimensions of all illustrated features (i.e. all structures, septic systems, driveways, roads, etc.)
3.  Significant natural features (slopes greater than 20%, geologic hazards, wetlands, drainage ways, rivers, streams, and the general location of existing trees, etc.).
4.  Existing easements (access, storm drainage, utility, etc.).
5.  Existing and proposed (structures, outbuildings, septic, etc.) on site and on adjoining properties.
6.  Existing and proposed road locations including widths, curbs, and sidewalks.
7.  Existing and proposed driveway approach locations on site, existing driveway approaches on adjoining properties on the same side of the street, and existing driveway approaches across the street from the site.
8.  Contiguous properties under the same ownership.
9.  General predevelopment topographical information (minimum 10' contour intervals).
10.  Location of utilities.
11.  If redevelopment is viable in the future, a redevelopment plan should be included.
12.  Preliminary site utility plan.

**Additional Items Required for DESIGN REVIEW Pre-Application Conferences ONLY**

Design Review applications for commercial, industrial, or multi-family projects must also include the following:

- 13.  Preliminary landscape plan.
- 14.  Building elevations and/or profiles, if available.
- 15.  Parking and vehicle circulation plans. (*Number, sizes, widths*)
- 16.  Pedestrian improvements. (*Sidewalks, pathways*)
- 17.  Location and size of garbage and recycling enclosures. (*Show circulation*)  
([www.clackamas.us/transportation/recycling/enclosure.jsp](http://www.clackamas.us/transportation/recycling/enclosure.jsp))
- 18.  Location and size of loading spaces.

List any specific questions you wish to have discussed at the pre-application conference:

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**Some Key Things to Remember:**

- ✓ Staff is able to provide more explicit information at your pre-application meeting when you submit detailed information in your application.
- ✓ You are required to submit the pre-application conference report as part of your formal land use application.
- ✓ The property you are investigating may have private obligations, such as codes, covenants, and restrictions (CC&Rs) to which the County is not a party and does not consider in its review.

**I understand that the comments provided by staff at the pre-application conference are preliminary, additional concerns may be raised during the land use review process. More comprehensive information may be required for a formal land use application. All parties, including the owner, are encouraged to participate.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Name, Printed

# WHO TO CONTACT?

## TRANSPORTATION & DEVELOPMENT

**Main Number****503-742-4400**Website: [www.clackamas.us/transportation](http://www.clackamas.us/transportation)**PLANNING & ZONING****503-742-4500**Zoning information: [www.co.clackamas.or.us/transportation/planning/zdo.jsp](http://www.co.clackamas.or.us/transportation/planning/zdo.jsp)

<b>Linda Preisz</b>	Design Review	<a href="mailto:lindap@co.clackamas.or.us">lindap@co.clackamas.or.us</a>	503-742-4528
<b>Rick McIntire</b>	Partitions/Subdivisions	<a href="mailto:rickm@co.clackamas.or.us">rickm@co.clackamas.or.us</a>	503-742-4516
<b>Steve Koper</b>	Partitions/Subdivisions	<a href="mailto:SteveKop@co.clackamas.or.us">SteveKop@co.clackamas.or.us</a>	503-742-4551
<b>Sandy Ingalls</b>	Conditional Use	<a href="mailto:SandyIng@co.clackamas.or.us">SandyIng@co.clackamas.or.us</a>	503-742-4532
<b>Scott Hoelscher</b>	Home Occupation Exception	<a href="mailto:scotthoe@clackamas.us">scotthoe@clackamas.us</a>	503-742-4524

**BUILDING CODES DIVISION****503-742-4240**Building information: [www.clackamas.us/transportation/permits/building.htm](http://www.clackamas.us/transportation/permits/building.htm)

<b>Building Permit</b>	Inspection Line		503-742-4720
<b>Building</b>	Permit Specialist		503-742-4240
<b>Richard Carlson</b>	Structural Review	<a href="mailto:richardcar@co.clackamas.or.us">richardcar@co.clackamas.or.us</a>	503-742-4769
<b>Rod Jones</b>	Electrical Plan Review	<a href="mailto:rodj@co.clackamas.or.us">rodj@co.clackamas.or.us</a>	503-742-4763
<b>Wayne Seiffert</b>	Plumbing Inspector Supervisor	<a href="mailto:waynesei@co.clackamas.or.us">waynesei@co.clackamas.or.us</a>	503-742-4777

**OFFICE OF SUSTAINABILITY**Trash enclosure information: [www.clackamas.us/transportation/recycling/enclosure](http://www.clackamas.us/transportation/recycling/enclosure)

<b>Susan Terry</b>	Trash Enclosure Design Approval	<a href="mailto:susanter@co.clackams.or.us">susanter@co.clackams.or.us</a>	503-742-4461
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**DEVELOPMENT REVIEW TEAM****503-742-4681**Roadway Standards: [www.clackamas.us/transportation/roadway.jsp](http://www.clackamas.us/transportation/roadway.jsp)

<b>Ken Kent</b>	Land use comments	<a href="mailto:kenken@co.clackamas.or.us">kenken@co.clackamas.or.us</a>	503-742-4673
<b>Wendi Coryell</b>	Coordination/Street Lighting	<a href="mailto:wendicor@co.clackamas.or.us">wendicor@co.clackamas.or.us</a>	503-742-4657
<b>Deana Mulder</b>	Coordination/Development Plan Review	<a href="mailto:deanam@co.clackamas.or.us">deanam@co.clackamas.or.us</a>	503-742-4710
<b>Robert Hixson</b>	Traffic/Land use comments	<a href="mailto:roberth@co.clackamas.or.us">roberth@co.clackamas.or.us</a>	503-742-4708
<b>Diedre Landon</b>	TSDC/PSDC/School Excise Tax	<a href="mailto:dlandon@co.clackamas.or.us">dlandon@co.clackamas.or.us</a>	503-742-4677

**CLACKAMAS COUNTY SURVEYOR****503-742-4681**

<b>Carl Clinton</b>	Land Surveyor Manager	<a href="mailto:carlcli@co.clackamas.or.us">carlcli@co.clackamas.or.us</a>	503-742-4498
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**WATER ENVIRONMENT SERVICES****Main Number****503-742-4567****Fax Number****503-742-4565**Website: [www.clackamas.us/wes](http://www.clackamas.us/wes)**COMMUNITY HEALTH DIVISION – PUBLIC HEALTH**

<b>Steve Dahl</b>	Program Supervisor	<a href="mailto:SteveD@co.clackamas.or.us">SteveD@co.clackamas.or.us</a>	503-655-8386
<b>Rena Walker</b>		<a href="mailto:RenaWal@co.clackamas.or.us">RenaWal@co.clackamas.or.us</a>	503-742-5327
<b>Joel Ferguson</b>		<a href="mailto:JoelFer@co.clackamas.or.us">JoelFer@co.clackamas.or.us</a>	503-742-5367
<b>Dan Leasure</b>		<a href="mailto:DanLea@co.clackamas.or.us">DanLea@co.clackamas.or.us</a>	503-742-5362