



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?

Multi-family, industrial, institutional, and commercial=\$400 (check or cash only). All others=\$300. 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 (attached).
- 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-application conference.*)
- Narrative (*Clear and detailed description explaining the proposed use.*)

PLANNING STAFF CONTACT INFORMATION

ZONE CHANGES	Various Planning Staff @ 503-742-4500	CONDITIONAL USE	Sandy Ingalls @ 503-742-4532 SandyIng@clackamas.us
PARTITIONS/ SUBDIVISIONS	Rick McIntire @ 503-742-4516 rickm@clackamas.us	DESIGN REVIEW	Linda Preisz @503-742-4528 lindap@clackamas.us
HOME OCCUPATION EXCEPTIONS	Lorraine Gonzales @ 503-742-4541 lorrainego@clackamas.us		



Pre-Application Conference Request Form

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

PLEASE PRINT

DATE RECEIVED: _____

(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: _____

Current Zoning: _____ 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.)

<input type="checkbox"/> General Office	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial
<input type="checkbox"/> Industrial	<input type="checkbox"/> Institutional	<input type="checkbox"/> 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 ½" 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.

WHO TO CONTACT?

TRANSPORTATION & DEVELOPMENT

Main Number

503-742-4400

Website: www.clackamas.us/transportation/

PLANNING & ZONING

503-742-4500

Zoning information: www.clackamas.us/planning/

Linda Preisz	Design Review	lindap@clackamas.us	503-742-4528
Rick McIntire	Partitions/Subdivisions	rickm@clackamas.us	503-742-4516
Sandy Ingalls	Conditional Use	SandyIng@clackamas.us	503-742-4532
Lorraine Gonzales	Home Occupation Exception	lorrainego@clackamas.us	503-742-4541

BUILDING CODES DIVISION

503-742-4240

Building information: www.clackamas.us/building/

Building Permit	Inspection Line		503-742-4739
Building	Permit Specialist		503-742-4240
Richard Carlson	Structural Review	richardcar@clackamas.us	503-742-4769
Rod Jones	Electrical Plan Review	rodj@clackamas.us	503-742-4763
Wayne Seiffert	Plumbing Inspector Supervisor	waynesei@clackamas.us	503-742-4777

DEVELOPMENT REVIEW TEAM

503-742-4691

Roadway Standards: www.clackamas.us/engineering/

Ken Kent	Land use comments	kenken@clackamas.us	503-742-4673
Wendi Coryell	Coordination/Street Lighting	wendicor@clackamas.us	503-742-4657
Deana Mulder	Coordination/Development Plan Review	deanam@clackamas.us	503-742-4710
Robert Hixson	Traffic/Land use comments	roberth@clackamas.us	503-742-4708
Lori Phillips	TSDC/PSDC/School Excise Tax	loriphi@clackamas.us	503-742-4331

CLACKAMAS COUNTY SURVEYOR

503-742-4475

Surveys, Plats, Partitions and Public Land Corners: www.clackamas.us/surveyor/

Carl Clinton	Land Surveyor Manager	carcli@clackamas.us	503-742-4498
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WATER ENVIRONMENT SERVICES

Main Number

503-742-4567

Fax Number

503-742-4599

Website: www.clackamas.us/wes/

COMMUNITY HEALTH DIVISION - PUBLIC HEALTH

Rena Walker		RenaWal@clackamas.us	503-742-5327
Joel Ferguson		JoelFer@clackamas.us	503-742-5367
Dan Leasure		DanLea@clackamas.us	503-742-5362