



CITY OF DONALD

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www.donaldoregon.gov

Emergency pager for Water and Sewer: 503-301-6479

PRE-APPLICATION CONFERENCE

What is a Pre-Application Conference?

Pre-application conferences are designed to provide development applicants the opportunity to present land use development proposals to City staff prior to the actual land use application intake process. This advance discussion allows applicants an opportunity to ask questions about applicable city codes, required permits, hearings and noticing, and estimated processing timelines. The pre-app conference also allows staff an opportunity to review preliminary development plans, notify applicant of required public improvements (sidewalks, streets, utilities, etc.) and to provide comments regarding the project and design. This feedback early in the development planning process can help applicants avoid major plan revisions that are more cumbersome to change after an actual application submittal.

Applicants should keep in mind that, due to the preliminary nature of information discussed during pre-application conferences, City staff reserve the right to determine permitting requirements upon receipt of an official development application. Information obtained during the pre-app conference is subject to subsequent changes in the Comprehensive Plan, Development Code and/or any other applicable regulations. A pre-application conference does not 'vest' (lock in any fees or requirements) a project in any way.

Application Process

Submit a pre-application conference application to the city along with the application filing fee. A city staff member will contact you to schedule a date and time for your conference. Conferences will be scheduled as soon as possible following receipt of your application and materials. Incomplete information or vague development exhibits may result in a delay in scheduling your meeting request.

Application Requirements

To request a pre-application conference, please submit the following:

____ One (1) paper copy and one (1) electronic copy (PDF format preferred) of the application form and the application attachments. Copies must be clear and legible.

____ Signed Land Use Fee Acknowledgment

____ Application fee

Please include any maps or site plans for the proposed use/development.

The Donald Development Code is available online at: www.donaldoregon.gov

PRE-APPLICATION CONFERENCE

Applicant:

Name

Mailing Address

City State Zip

Phone Email

Property Owner:

(If different than Applicant)

Name

Mailing Address

City State Zip

Location:

Street Address: _____

Map and Tax Lot No: _____

Property Size: _____ Zone: _____

Existing Structure/Use: _____

Description of proposed use/development:

Authorization and Finalization Signatures

I am the owner/authorized agent of the owner empowered to submit this application and affirm that the information submitted with this application is correct to the best of my knowledge. I understand that the filing fee is nonrefundable and that I am responsible for all additional costs of processing this application in excess of the filing fee, including but not limited to, all planning, engineering, city attorney, and city administration fees and costs.

Applicant's Signature _____ **Date** _____

Owner's Signature _____ **Date** _____

OFFICE USE ONLY:	Date Received _____	Date Scheduled _____
	City Planner _____	Public Works _____
	City Engineer _____	Fire Chief _____
	Marion County _____	PGE _____