



City of Tigard

COMMUNITY DEVELOPMENT DEPARTMENT

Pre-Application Conference Request

PROJECT DESCRIPTION

Project name/title: _____

Please write a brief description of proposed project:

PROPERTY INFORMATION

Property address/location(s): _____

Tax map and tax lot #(s): _____

Zoning: _____

PROPERTY OWNER/HOLDER INFORMATION

Name(s): _____

Address: _____ Phone: _____

City/state: _____ Zip: _____

APPLICANT INFORMATION

Name: _____

Address: _____ Phone: _____

City/state: _____ Zip: _____

Contact person: _____

Phone: _____ Email: _____

Pre-application Conference Information

All of the information identified on this form is required and must be submitted to the Planning Division a minimum of ten (10) days prior to officially scheduling a pre-application conference. Pre-application conferences are one (1) hour long and are typically held between the hours of 9–11 a.m. on either Tuesday or Thursday mornings.

Pre-application conferences must be scheduled in person at the Community Development counter from 8–4:30 p.m. Monday–Thursday. If more than four (4) people are expected to attend the pre-application conference in your group, please inform the city in advance so that alternate room arrangements can be made to accommodate the group.

REQUIRED SUBMITTAL ELEMENTS

(Note: applications will not be accepted without the required submittal elements)

5 COPIES OF EACH OF THE FOLLOWING:

- Brief description of the proposal and any site-specific questions/issues that you would like to have staff research prior to the meeting.
- Site Plan. The site plan must show the proposed lots and/or building layouts drawn to scale. Also, show the location of the subject property in relation to the nearest streets; and the locations of driveways on the subject property and across the street.
- Vicinity Map
- The Proposed Uses
- Topographic Information. Include Contour Lines if Possible.
- Filing Fee

FOR STAFF USE ONLY

Case No.: _____

Related Case No.(s): _____

Application fee: _____

Application accepted:

By: _____ Date: _____

Date of pre-app: _____

Time of pre-app: _____

Planner assigned to pre-app: _____

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