



PRE-APPLICATION CONFERENCE REQUEST

City of Tigard Permit Center 13125 SW Hall Blvd., Tigard, OR 97223
Phone: 503.639.4171 Fax: 503.598.1960

GENERAL INFORMATION

Applicant: _____

Address: _____ Phone: _____

City: _____ Zip: _____

Contact Person: _____ Phone: _____

Property Owner/Deed Holder(s): _____

Address: _____ Phone: _____

City: _____ Zip: _____

Property Address/Location(s): _____

Tax Map & Tax Lot #(s): _____

Zoning: _____

Site Size: _____

PRE-APPLICATION CONFERENCE INFORMATION

All of the information identified on this form are required to be submitted by the applicant and received by the Planning Division a minimum of one (1) week prior to officially scheduling a pre-application conference date/time to allow staff ample time to prepare for the meeting.

A pre-application conference can usually be scheduled within 1-2 weeks of the Planning Division's receipt of the request for either Tuesday or Thursday mornings. Pre-application conferences are one (1) hour long and are typically held between the hours of 9:00-11:00 AM.

PRE-APPLICATION CONFERENCES MUST BE SCHEDULED IN PERSON AT THE COMMUNITY DEVELOPMENT COUNTER FROM 8:00-4:00/MONDAY-FRIDAY.

IF MORE THAN 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.

FOR STAFF USE ONLY

Case No.: _____

Receipt No.: _____

Application Accepted By: _____

Date: _____

DATE OF PRE-APP.: _____

TIME OF PRE-APP.: _____

PRE-APP. HELD WITH: _____

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REQUIRED SUBMITTAL ELEMENTS

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

- Pre-Application Conf. Request Form
- 6 COPIES 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.
- If the Pre-Application Conference is for a MONOPOLE project, the applicant must attach a copy of the letter and proof in the form of an affidavit of mailing, that the collocation protocol was completed (see Section 18.798.080 of the Tigard Community Development Code).
- Filing Fee \$373.00