

Pre-Application Conferences

Development Planning

www.GreshamOregon.gov/udp

What is a Pre-Application Conference?

A pre-application conference is a meeting with city staff designed to give the applicant an opportunity to discuss a land use proposal before actually filing a formal application for a development permit. The meeting generally takes up to an hour and a half, and is usually attended by development planning, development engineering, transportation planning and/or other city staff representing affected agencies. The pre-application conference is not open to the public. To get the most benefit from a pre-application conference, you may wish to invite your consulting land use, architectural and/or civil engineering professional to attend.

There are two types of pre-application conferences:

Required pre-application conference. A pre-application conference is *required* prior to the City accepting development applications for most types of development applications. Specifically, almost all Type II applications (such as Land Divisions and Design Reviews) and all Type III applications (including Planned Developments and Major Variances) require a pre-application conference. Table 11.0201 of the Gresham Community Development Code (GCDC) mandates which application types require a pre-application conference. A required pre-application conference involves a meeting at which your proposal is discussed with staff and development standards and process are explained in detail. A written summary of the conference outlining applicable development standards and development process will be provided at or after the conference.

Voluntary pre-application conference. Pre-application conferences are highly recommended when a project is not required to complete a pre-application conference.

A voluntary pre-application conference involves a meeting at which your proposal is discussed and development standards and process are detailed.

If you are unsure your application requires a pre-application conference see GCDC Table 11.0201 or contact the Planner on Duty*. A follow-up pre-application conference for a similar development on the same site may be charged half the fee. Once you have submitted the following information and a pre-application conference fee*, a meeting can be scheduled and the information will be routed to affected agencies for comments. Pre-application conferences are always held on Wednesdays and are generally scheduled 2 to 3 weeks from the date the application is filed with the city.

Information Requirements

The following information must be submitted to the City of Gresham Permit Center before a pre-application conference can be scheduled:

1. Non-refundable required pre-application fee*.
2. A completed pre-application conference routing form.
3. Fifteen copies of a brief narrative statement detailing the proposal and any specific questions you want addressed at the meeting, include the name and address of the property owner, if you are acting as a representative.
4. Fifteen copies of a preliminary map and elevations (not to exceed 20"x24") showing location of existing and proposed structures and intended uses; parking and loading areas; building height; location and size of trees and, existing and proposed landscape areas. If the purpose of the conference is the discussion of a land division, the map need only show the location of structures and proposed lot lines and no elevations are needed.

* Please contact the Planner on Duty for questions regarding processes or applicable fees at 503-618-2780 or by e-mail at pod@GreshamOregon.gov prior to submitting Pre-Application materials.



PRE-APPLICATION CONFERENCE ROUTING FORM

URBAN DESIGN & PLANNING
1333 NW EASTMAN PARKWAY
GRESHAM, OR 97030
PH.(503) 618-2832 FAX (503) 618-2224
www.GreshamOregon.gov/UDP/DevelopmentPlanning

PRE-APPLICATION #:

PRE-APP DATE/TIME

DATE RECD #:

PROCESSING

Lead Staff _____

Ph:503-618-_____

Permit Tech Staff _____

APPLICANT INFORMATION (Please type or print in dark ink)

Name of Applicant _____

Name of Representative/Contact _____

Name of Firm _____

Name of Firm _____

Street Address _____

Street Address _____

City, State, Zip _____

City, State, Zip _____

Phone _____

Fax _____

Phone _____

Fax _____

E-mail _____

E-mail _____

Please contact the Representative/
Contact listed for additional
Information.

Yes No

If **No** checked, applicant listed will
be contacted.

Signed Pre-App Waiver
Pre-App # _____

PROPERTY DESCRIPTION

State ID#(s): _____

Assessor's R#(s) _____

Site Size: _____

Site Address or Location: _____

Abutting land uses and Plan Map designations that affect the proposal:

Plan Designation

Special Purpose Districts

Previous Land Use Action

DESCRIPTION OF PROPOSAL _____

ROUTING

Cover Sheet & Plans

Cover Sheet ONLY

Date Routed: _____

- Addressing (Osborn)
- Building (Blaire)
- Economic Development
- DES/DE (Figueroa)
- DES/Recycling (Martin)
- DES/Stormwater (Stahle)
- DES/Trans Eng (Gelhar)
- DES/Wastewater (Loftin)
- DES/Water (Plummer)
- DES/Water (Andaya)

- Finance (Siegfried)
- Fire
- Planning (Richardson)
- DIRT (Banuelos)
- Trans Planning (Higgins)
- Urban Renewal (Rockwood)
- Multnomah County
- Mult. Co. Drainage District
- ODOT/Ray (w/plans)
- ODOT/Region I (cover)

- Rockwood Water
- Barlow-Gresham School District
- Centennial School District
- Reynolds School District
- Neighborhood Assoc. President
- Neighborhood Assoc. Land Use
- Other: _____
- Other: _____
- Other: _____
- Other: _____

Neighborhood Association _____

10/25/2017