



# Pre-Application Review

Fee: \$600.00 | File No. \_\_\_\_\_

Pre-application review is intended to provide the applicant with information and procedural requirements for land use development. A meeting will be scheduled with the applicant and attended by three or more City Staff: City Administrator, City Engineer, City Planner, Building Official, Public Works Supervisor, Fire Chief. Written summary of conference is provided.

<b>Applicant:</b>	
<b>Address:</b>	
<b>Email Address:</b>	
<b>Phone(s):</b>	
<b>Owner (if different from above):</b>	
<b>Owner Address:</b>	
<b>Engineer/Consultant:</b>	
<b>Phone:</b>	<b>Email Address:</b>
<b>Engineer/Consultant Address:</b>	
<b>Proposed Action (Brief Description):</b>	
<hr/> <hr/>	
<b>___ Check Applicable Land Use Actions Proposed</b>	
<input type="checkbox"/> Comp Plan/Map Amendment <input type="checkbox"/> Subdivision/Partition <input type="checkbox"/> Site Development Review <input type="checkbox"/> Variance/Adjustment	<input type="checkbox"/> Zoning Map Amendment <input type="checkbox"/> Conditional Use <input type="checkbox"/> Planned Unit Development <input type="checkbox"/> Other _____
<b>Property Information:</b>	
Map/Tax Lot(s):	
Existing Plan/Zone Designation:	
Property Size:	
Existing Uses/Structures:	
Adjacent Uses/Structures:	

## Submittal Requirements

The non-refundable application fee and the following information submitted to the Dundee City Planner, P O Box 220, 620 SW Fifth Street, Dundee, OR 97115.

- 1.) A completed Pre-Application Review form.
- 2.) A scaled preliminary site plan or plat map including the date, north arrow, name of the map producer, owner and applicant, and map legend.
- 3.) A vicinity map.
- 4.) A narrative describing the project in detail including the existing conditions of the site and the proposal.
- 5.) An infrastructure financing plan if requesting a comp plan/map amendment.
- 6.) Parcel map identifying all properties subject to the proposal.
- 7.) A list of questions that you would like answered at the meeting.
- 8.) If development is proposed in phases, please describe milestones for the phases.
- 9.) Optional: Site photos, building elevation and floorplan drawings.

**Note:** To make the conference efficient and useful, please provide any additional information you feel necessary to clearly present your proposal.

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## City of Dundee Notes

Date of Pre-Application Review Meeting: \_\_\_\_\_

Date of Written Summary Provided to Applicant: \_\_\_\_\_

City Planning Official: \_\_\_\_\_