



## PRE-APPLICATION MEETING REQUEST FORM

Pre-application meetings give applicants an opportunity to discuss a land use proposal with City staff prior to submitting a Land Use application. The meeting provides City staff an opportunity to advise an applicant of unique site constraints/opportunities and help identify/resolve concerns prior to submittal. These meetings are not required but are encouraged for Type II and Type III Land Use applications and are offered at no charge.

**Office Use Only:** Preapp # \_\_\_\_\_ Planner \_\_\_\_\_

### SITE INFORMATION

Tax Map #(s) \_\_\_\_\_ Tax Lot #(s) \_\_\_\_\_

Address or Frontage Street(s) \_\_\_\_\_

Plan Designation \_\_\_\_\_ Zoning \_\_\_\_\_ Site Size \_\_\_\_\_  acres  sq. ft.

### PROPOSED PROJECT

Proposed Project Name \_\_\_\_\_

Brief Description of Proposed Project \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is this request related to a previous Land Use approval?  Yes  No If Yes, Case File No(s): \_\_\_\_\_

Have you been in recent discussions with any City staff regarding this proposed project? If so, please provide staff name(s) and department(s) below:

STAFF NAME	CITY DEPARTMENT

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## (CONTINUED)

### APPLICANT INFORMATION

**Applicant** Contact Name \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's interest in property \_\_\_\_\_

Owner's Name (if different from Applicant) \_\_\_\_\_ Company \_\_\_\_\_

Does the owner of this site also own any adjacent property?  Yes  No (If Yes, please specify parcels below)

Tax Map #(s) \_\_\_\_\_ Tax Lot #(s) \_\_\_\_\_

### SUBMITTAL REQUIREMENTS CHECKLIST

- Completed Pre-application Meeting Request Form.**
- Written Statement and Questions.** Provide a detailed description of the proposed project including any key issues and questions for staff.
- Proposed Site Plan.** Applicants are encouraged to provide as much information and detail as available. Below is a list of recommended items to be shown on the Proposed Site Plan.
  - a. Proposed project name
  - b. North arrow and scale
  - c. Property location and boundaries
  - d. Existing and proposed improvements:
    - Buildings
    - Setbacks
    - Lot/street layout
    - Landscaping
    - Parking/drive areas
    - Existing and proposed easements, right-of-ways and utilities
  - e. Proposed building elevations

To submit your pre-application meeting request please email: [Permits@Hillsboro-Oregon.gov](mailto:Permits@Hillsboro-Oregon.gov). If you have any questions or are unable to email the checklist items please call the Development & Permitting Team at (503) 681-6153.

**NOTICE TO APPLICANT:** Pre-application meetings are intended to be advisory and are not to be an exhaustive review of all potential issues. Participation in a Pre-application meeting does not absolve an applicant's responsibility for legal and technical due diligence. Pre-application meetings do not bind the City to provision of any level of service or approval, nor does it preclude the City from enforcing applicable regulations or from applying regulations differently than indicated at the meeting. The Development Code standards in effect on the day the Land Use application is submitted governs.

**Development Services & Permitting Center**

Email [Permits@Hillsboro-Oregon.gov](mailto:Permits@Hillsboro-Oregon.gov) Phone 503-681-6153 Fax 503-681-5250 Web [Hillsboro-Oregon.gov/Permits](http://Hillsboro-Oregon.gov/Permits)