



CITY OF MILWAUKIE PREAPPLICATION APPOINTMENT WORKSHEET

6101 SE Johnson Creek Blvd. - Milwaukie, OR 97206 Tel.: (503) 786-7600

A preapplication appointment is strongly recommended, and in some cases is required, for development proposals that require land use approvals and for major commercial building improvements. The purpose of the appointment is to help the applicant through the land use and permit process.

Preapplication Meeting – First meeting free, second meeting \$50.00, third and subsequent meetings \$100.00/mtg.

- Optional meeting with 2 City staff. No meeting notes are provided by staff.
- Appointments should be made at least one week in advance of the desired meeting date. Check with staff for available meeting times.
- Requires 3 copies of the Submittal Information listed on the back of this page.

Preapplication Conference – \$200.00

- Optional or required meeting with 3 or more staff. Meeting notes are provided within 2 weeks.
- The City is represented by staff from the following departments: Planning, Building, and Engineering. Other public agencies (such as the Fire District) may attend as necessary.
- Appointment times are Thursdays from 10:00 a.m.–11:00 a.m.
- Appointments must be made no less than two weeks in advance of the desired meeting date.
- Requires 8 copies of the Submittal Information listed on the back of this page.

Traffic Impact Study Review – \$100.00

- Mandatory second meeting if the project requires a Traffic Impact Study.
- To be scheduled after completion of a Traffic Impact Study by the applicant.

To be completed by the Applicant

Today's Date: _____ Time: _____

Project Address: _____

Name: _____

Company: _____

Applicant role: Owner Legal Representative
 Architect Contractor Other: _____

Address: _____

City, State, Zip code: _____

Phone: _____ Mobile: _____

Fax: _____ E-mail: _____

Number of Persons Expected to Attend: _____

Office staff:

Receipt Number: _____

Received by: _____

Appointment Date: _____

Appointment Time: _____

cc: Building

cc: Engineering

cc: Fire

cc: Planning

cc: Public Works

cc: File

Brief Proposal Description:

PREAPPLICATION APPOINTMENT REQUIREMENTS:

(All appointments are scheduled on a first-come/first-served basis)

Preapplication Meeting

The following materials must be submitted when an appointment is scheduled:

- **A complete application form and accompanying fee**
- **3 sets of the following:**
 - Preliminary site plan and building plans, showing existing and proposed features. (Plans do not need to be professionally prepared, just accurate and reliable.)
 - A detailed narrative description of the proposal that clearly identifies the location, existing and proposed uses, and any proposed construction.
 - A list of all questions or issues the applicant would like the City to address.

Preapplication Conference

The following materials must be submitted when an appointment is scheduled and no later than 4:00 p.m. every Thursday:

- **A complete application form and accompanying fee**
- **8 sets of the following:**
 - Preliminary site plan and building plans drawn to scale, showing existing and proposed features. (Plans do not need to be professionally prepared, just accurate and reliable.)
 - A detailed narrative description of the proposal that clearly identifies the location, existing and proposed uses, and any proposed construction.
 - A detailed list of all questions or issues the applicant would like the City to address.

Traffic Impact Study Review

The following materials must be submitted when an appointment is scheduled and no later than 4:00 p.m. every Thursday:

- **A complete application form and accompanying fee**
- **2 sets of the following:**
 - Completed Traffic Impact Study.

Persons attending preapplication meetings are requested to refrain from wearing fragrances.