



MILWAUKIE PLANNING
 6101 SE Johnson Creek Blvd
 Milwaukie OR 97206
 503.786.7600
 planning@milwaukieoregon.gov

Preapplication Request Form

File #: _____

Meeting Date: ___/___/___ **Time:** _____ **Location:** 6101 SE Johnson Creek Blvd **Today's Date:** ___/___/___

Applicants and representatives are expected to present a detailed explanation of their proposal at the conference.

The purpose of the preapplication conference is to acquaint the applicant or applicant's representative with the requirements of the municipal code in preparation for submission of a land use application, including relevant approval criteria, development standards, and procedures. The preapplication conference is not an exhaustive review of all potential issues or requirements. Furthermore, the information provided by the City is not binding, and it does not preclude the City from raising new issues or identifying additional requirements during the land use review process. *(MMC 19.1002 Preapplication Conference)*

Although the primary purpose is as stated above, preapplication conferences may also be used as part of a due diligence process to obtain a higher degree of certainty about a property development. An applicant is not required to be the property owner to request a preapplication conference.

SITE INFORMATION:

Site Address: 4185 SE Filbert St, Milwaukie, OR 97222 Map & Tax Lot(s): _____ Zone: _____

PROPOSAL (brief description):

We would like to partition the lot and convert our roughly 875 square foot lot into a dwelling with separate access from 42nd Ave using the existing driveway there.

APPLICANT:

Project Contact Name: Lance Nelson Company: N/A

Mailing Address: 4185 SE Filbert St, Milwaukie, OR Zip: 97222

Phone(s): 971-404-8467 Email: lance.nels@gmail.com

of Expected Attendees: 2 owners
 Owner Architect Contractor
 Representative Engineer Other: _____

REQUESTED MEETING TYPE:

- Preapplication Meeting—1st meeting free; 2nd meeting \$50; Subsequent meetings \$100/mtg.**
- Optional meeting with 2 City staff. No meeting notes are provided by staff.
 - Staff will coordinate meeting date and time once Submittal Information (listed on reverse) is received.
- Preapplication Conference—\$200**
- Optional or required meeting with 3 or more staff. Meeting notes are provided by staff 2 weeks after the conference.
 - City staff from the Planning, Building, Engineering, and Public Works departments usually attend. 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 are scheduled on a first-come, first-served basis. Preapplication Requests must be submitted during counter hours, and by 12:30 p.m. every Thursday for the first appointment available.
 - Appointments must be made no less than **three weeks** before the desired meeting date for **Major projects** (e.g. commercial, industrial, multi-family, subdivisions) and no less than **two weeks** in advance of the desired meeting date for **Minor projects*** (e.g. single family, ADUs, partitions).
- Transportation Impact Study Review—\$100**
- Mandatory second meeting if the project requires a Transportation Impact Study (TIS).
 - To be scheduled after completion of a TIS by the applicant's engineer.

IMPORTANT INFORMATION ON REVERSE SIDE

PREAPPLICATION REQUEST CHECKLIST:

Once submitted, application materials and applicant information become public record as well as constitute permission for staff to access the site in preparation for the meeting/conference.

Preapplication Meeting: Please submit electronic copies of the required information.

Minimum Requirements:

- Completed Request Form and accompanying fee (if any)
- 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: Please submit electronic copies of the required information. Please refer to the [Development Project Checklist](#) for a list of items that may be applicable to your project.

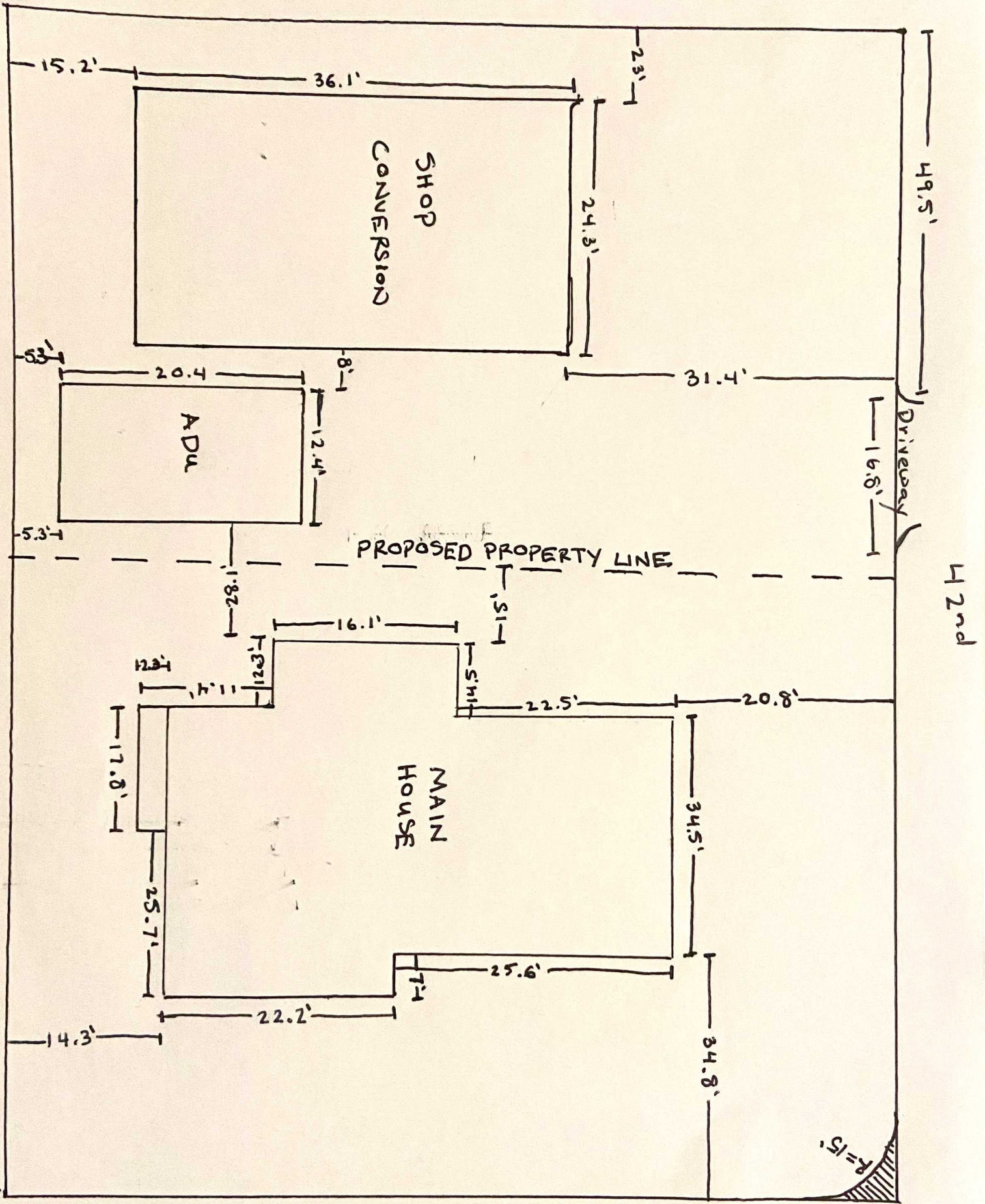
Minimum Requirements

- Completed Request Form and accompanying fee.
- Narrative: A detailed description of your proposal and any specific questions you have. Include a brief description of the physical context of the site, including a map showing the site and surrounding properties.
- A list of all questions or issues the applicant would like the City to address.
- Proposed elevations
- Site/Plot Plan that includes (if applicable)
 - Parcel and building setback dimensions
 - Existing and proposed structures
 - Location and dimension of existing and proposed easements, access, and driveways
 - Location of existing and proposed utilities: storm, sanitary sewers, and water (including size of service and street location)
 - Width of adjacent right-of-way
 - Existing streets abutting the property
 - Vehicle and bicycle parking layout (including calculation of required number of spaces, based on use and square footage of building)
 - Slope map (if slope is 25% or more)
 - Significant tree locations (all trees with a caliper over 6 inches) (Note new tree code: www.milwaukieoregon.gov/trees)
 - Proposed stormwater detention system with topographic contours
 - Location of onsite and adjacent natural resources
 - Circulation system for vehicles, pedestrians, and bicycles

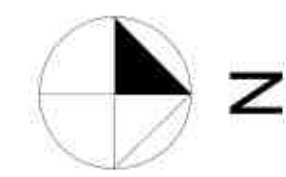
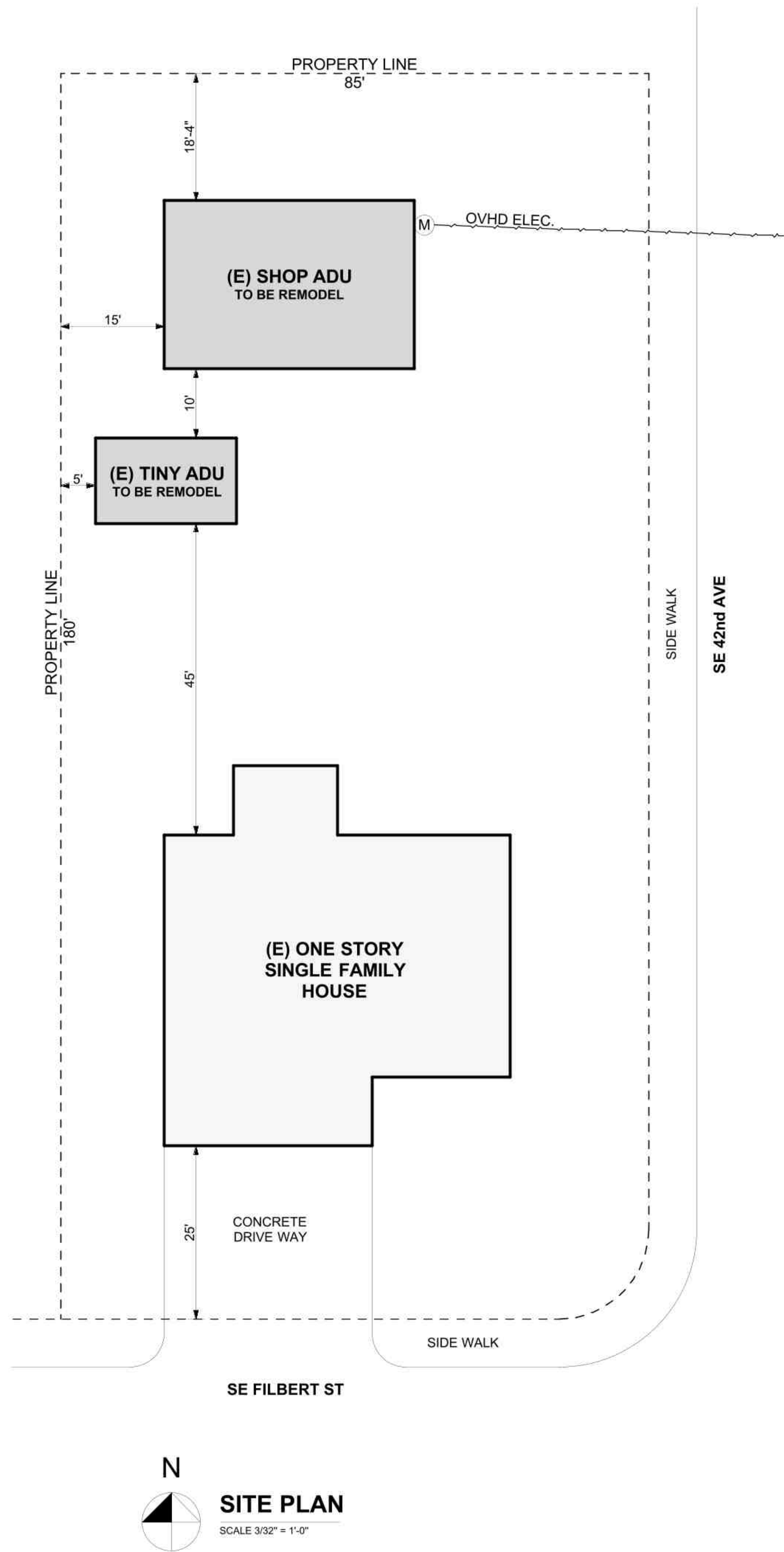
For Office Use Only:

- *Project Type:**
- Minor Developments (e.g. single-unit detached dwellings, ADUs, middle housing, partitions): 2 weeks required for review
 - Major Developments (e.g. commercial, industrial, multi-unit, subdivisions, and middle housing developments with more than 4 units): 3 weeks required for review

- | | | | |
|--|---------------------------------------|--|--|
| Routing: <input type="checkbox"/> File | <input type="checkbox"/> Planning (2) | <input type="checkbox"/> Engineering (2) | <input type="checkbox"/> Building |
| <input type="checkbox"/> Development Manager | <input type="checkbox"/> Public Works | <input type="checkbox"/> Fire | <input type="checkbox"/> CD Director (development) |

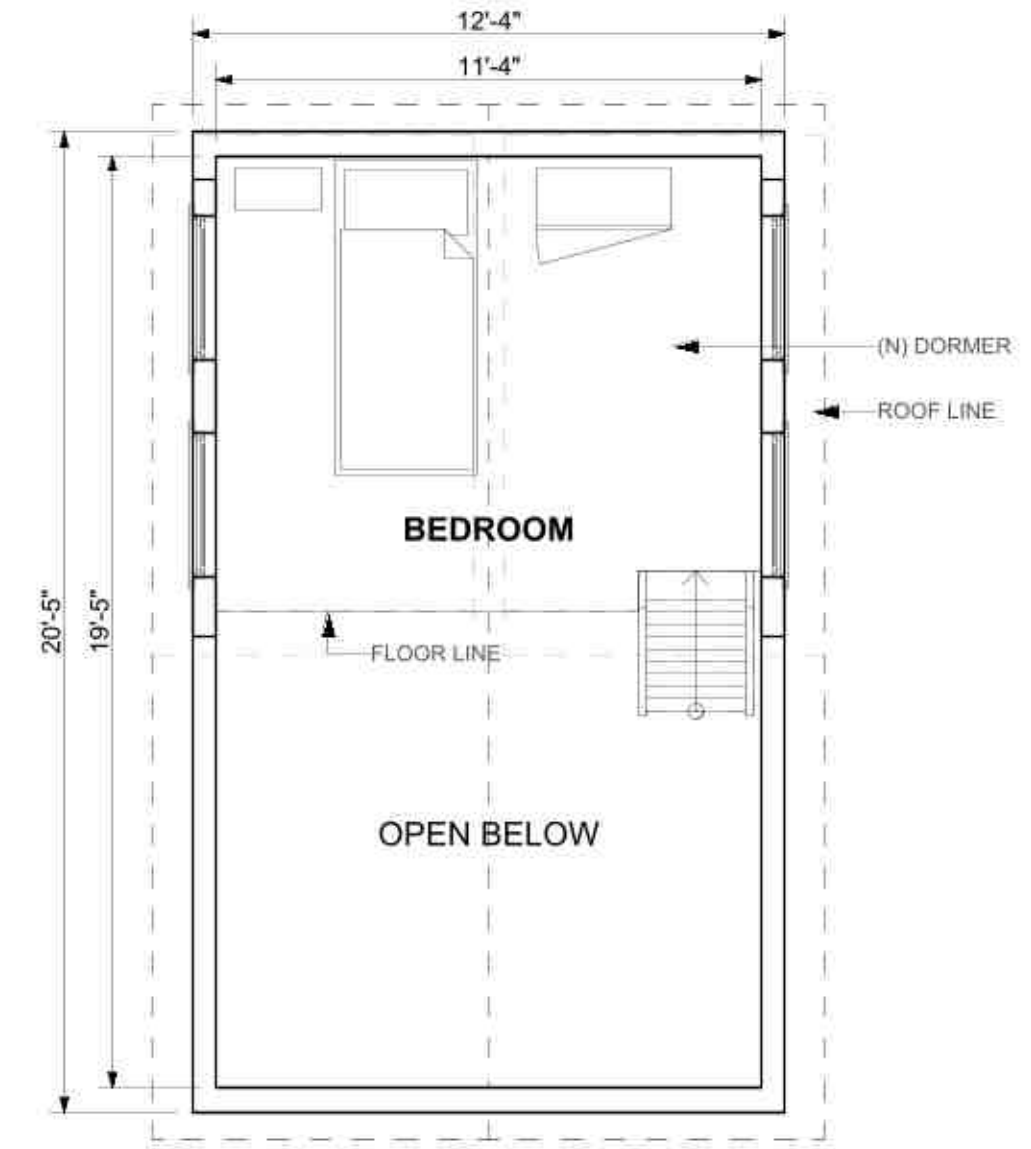


Fibert St.



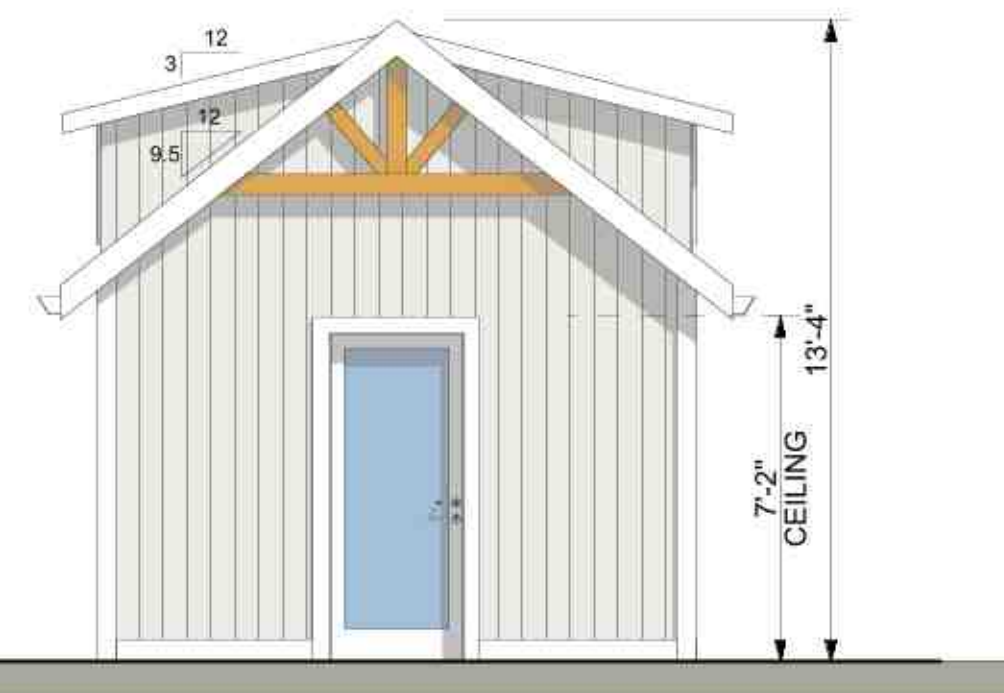
PROPOSED "TINY ADU" FLOOR PLAN

SCALE 1/4" = 1'-0"



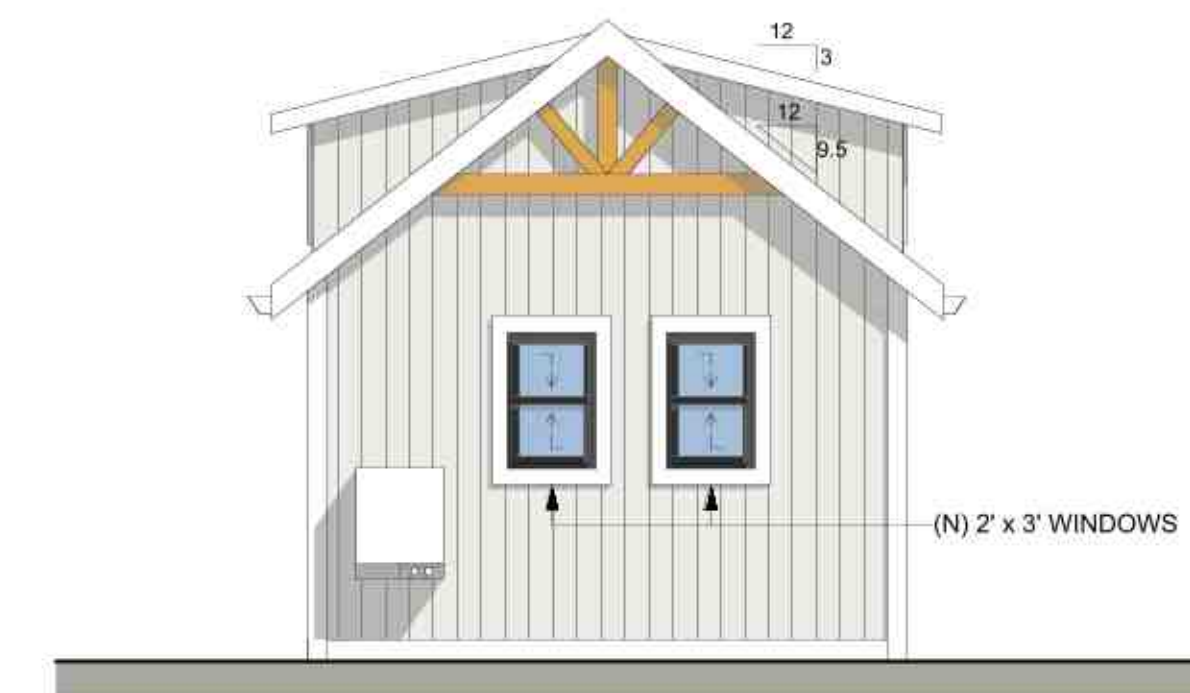
PROPOSED "TINY ADU" LOFT PLAN

SCALE 1/4" = 1'-0"



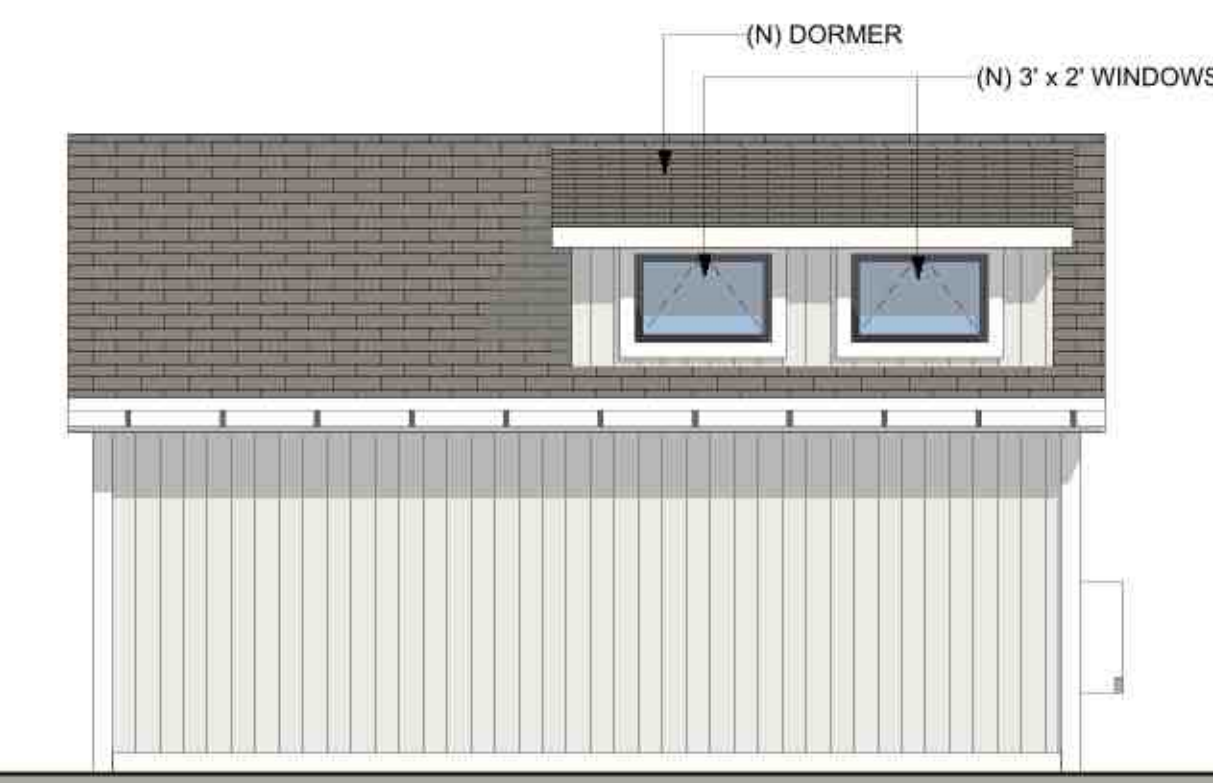
PROPOSED FRONT ELEVATION

SCALE 1/4" = 1'-0"



PROPOSED BACK ELEVATION

SCALE 1/4" = 1'-0"



PROPOSED RIGHT ELEVATION

SCALE 1/4" = 1'-0"



PROPOSED LEFT ELEVATION

SCALE 1/4" = 1'-0"

Project Name:

**PRIVATE
RESIDENCE
ADU REMODEL**

Project Info:

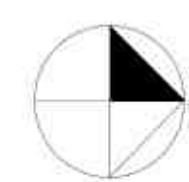
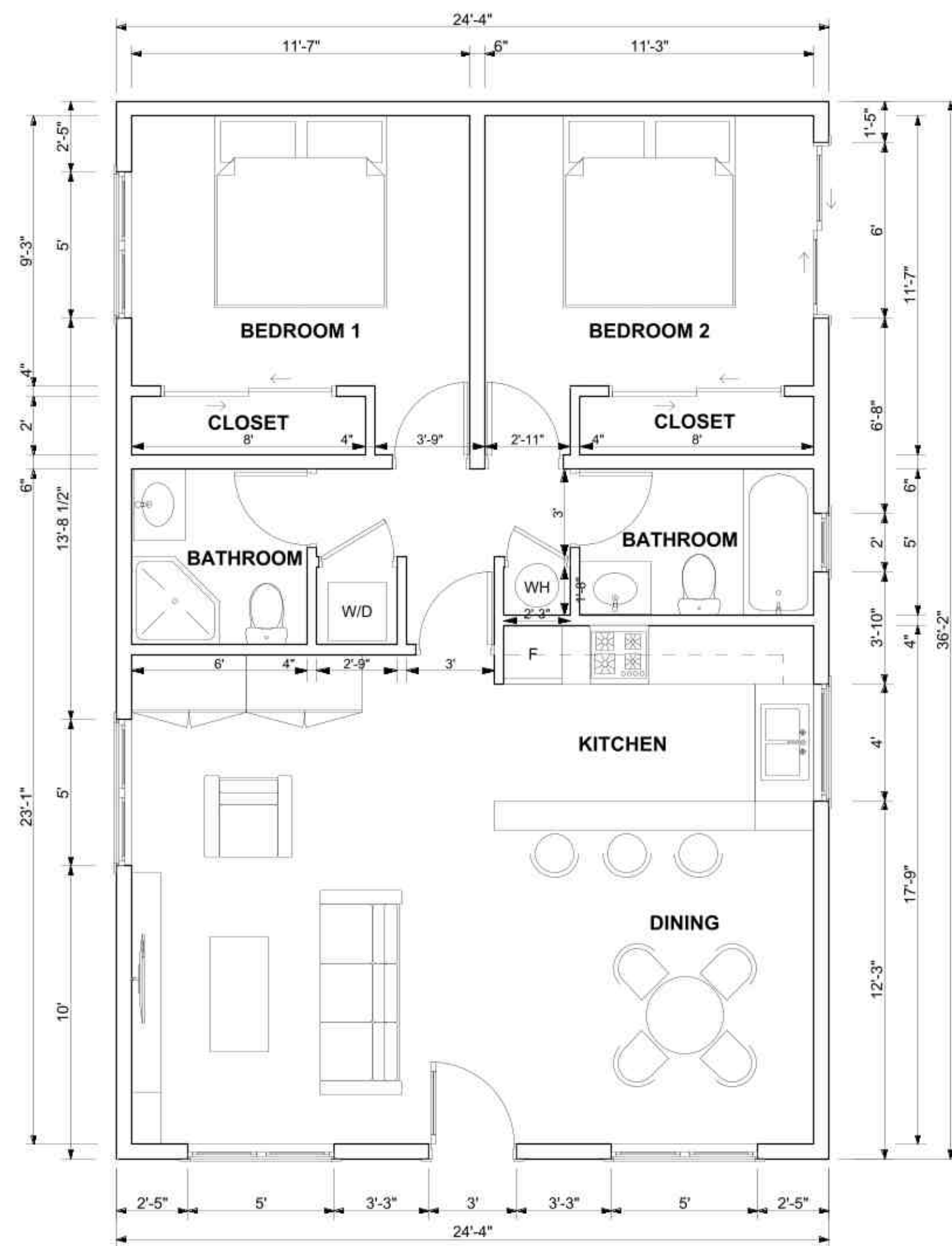
Owner:
Address: 4185 SE Filbert st, Milwaukie,
97222
Lot: 15250 S.F
(E) Shop ADU: 880 S.F.
(E) Tiny ADU: 251.81 S.F.

Drawn by: Nikola J.

Date: May 2022.

Sheet No:

A1



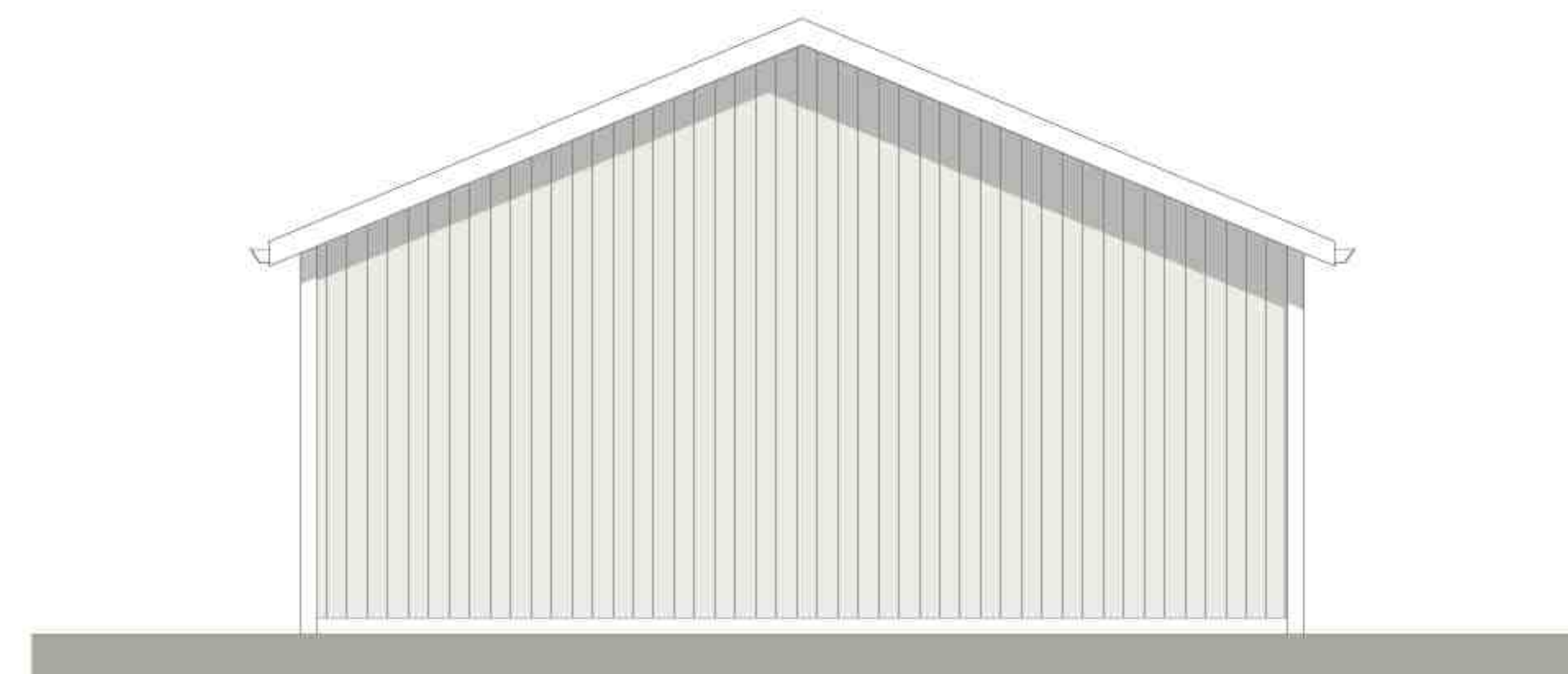
PROPOSED "SHOP ADU" FLOOR PLAN

SCALE 1/4" = 1'-0"



PROPOSED FRONT ELEVATION

SCALE 1/4" = 1'-0"



PROPOSED BACK ELEVATION

SCALE 1/4" = 1'-0"



PROPOSED RIGHT ELEVATION

SCALE 1/4" = 1'-0"



PROPOSED LEFT ELEVATION

SCALE 1/4" = 1'-0"

Project Name:

**PRIVATE
RESIDENCE
ADU REMODEL**

Project Info:

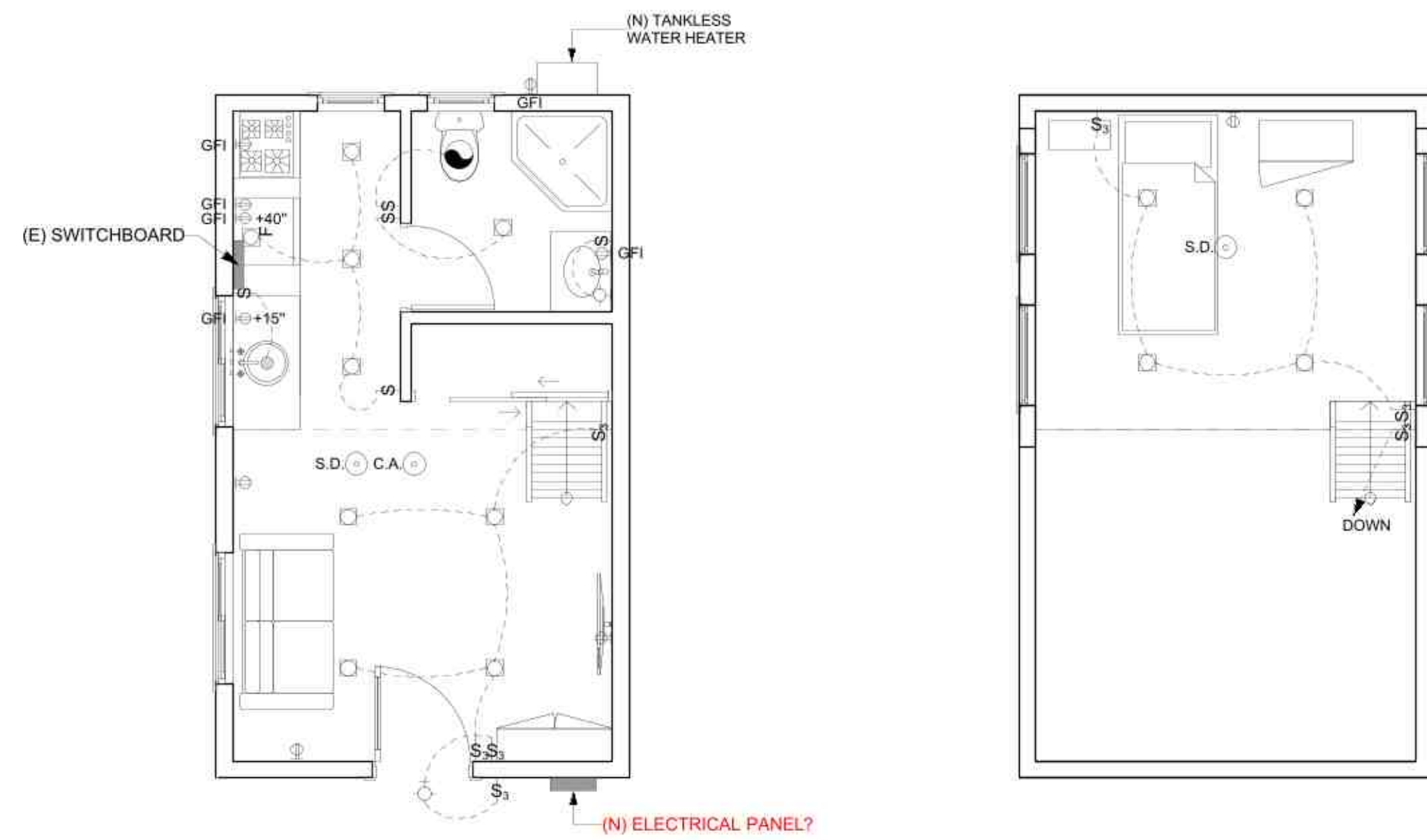
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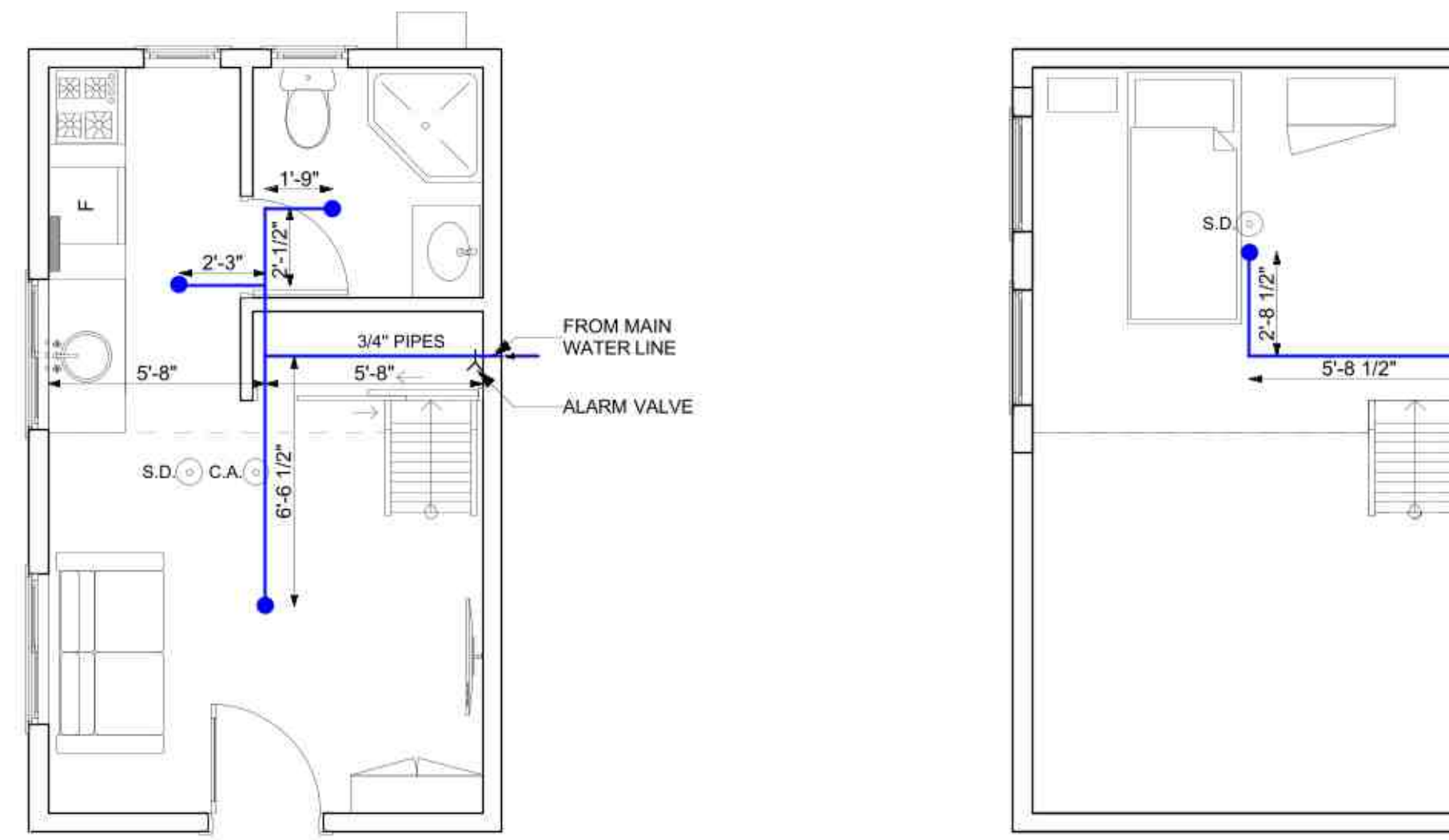
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PROPOSED "TINY ADU" ELECTRICAL PLANS

SCALE 1/4" = 1'-0"

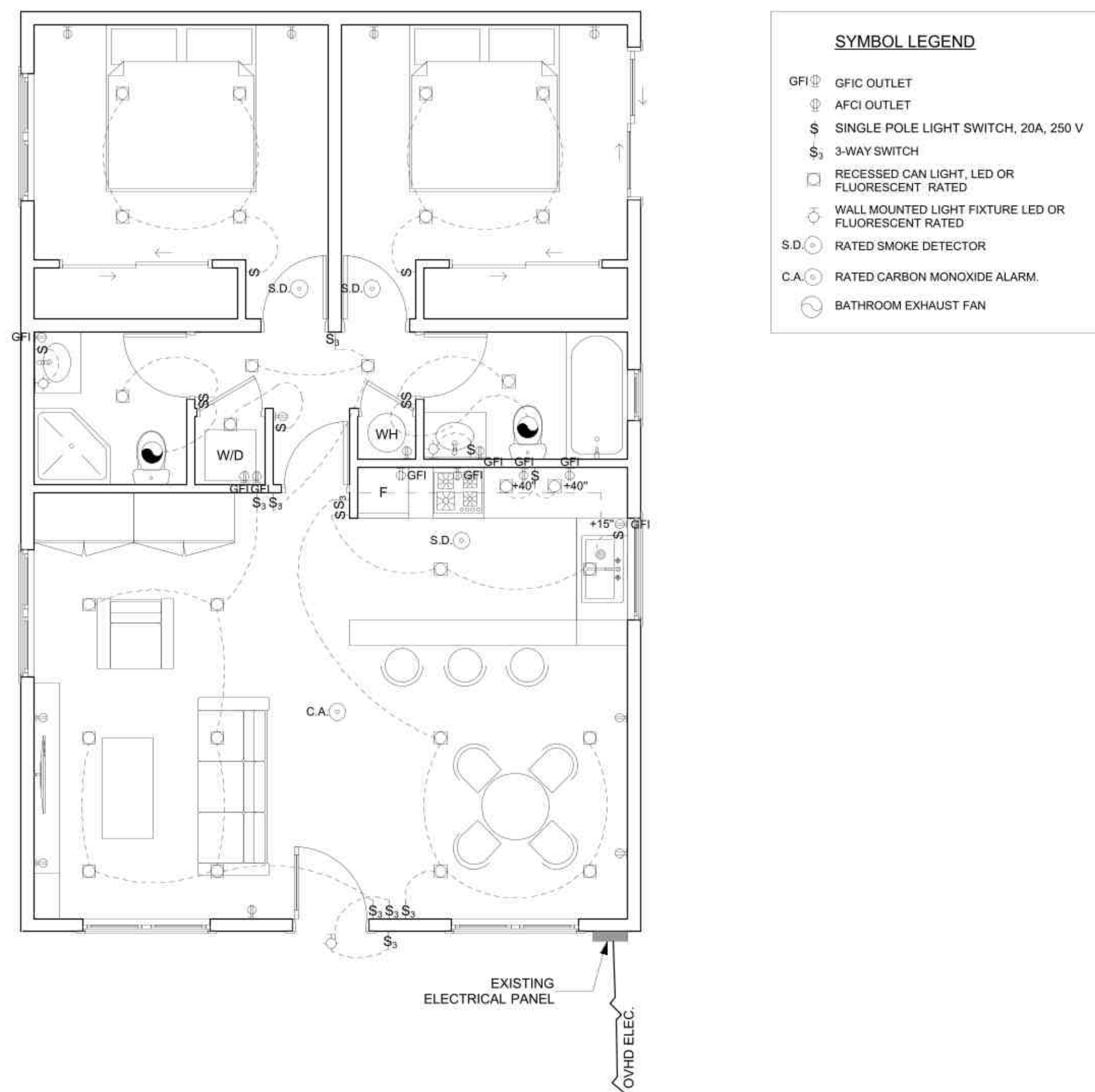


"TINY ADU" GROUND FLOOR - FIRE SPRINKLERS PLAN

SCALE 1/4" = 1'-0"

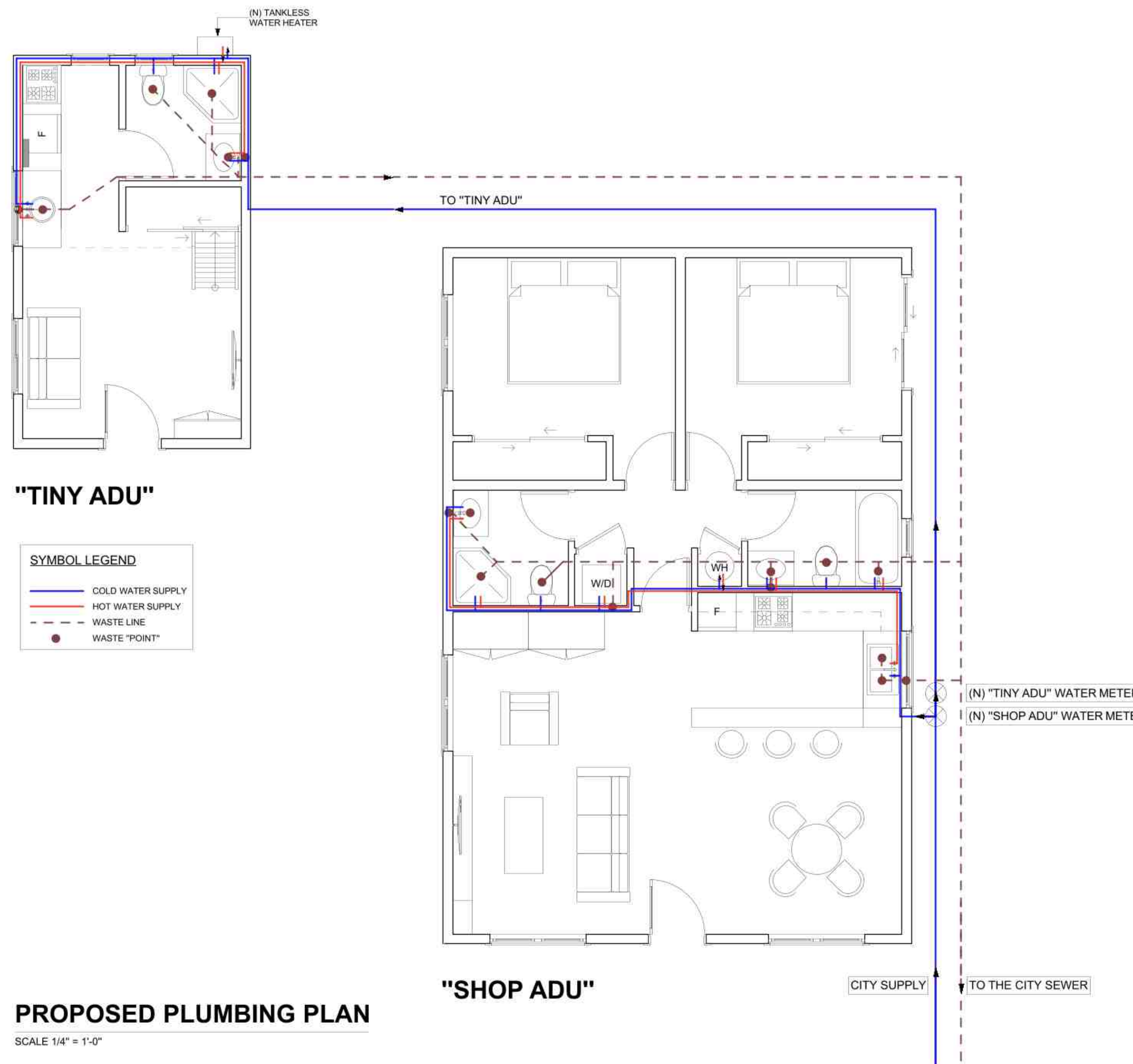
"TINY ADU" LOFT - FIRE SPRINKLERS PLAN

SCALE 1/4" = 1'-0"



PROPOSED "SHOP ADU" ELECTRICAL PLAN

SCALE 1/4" = 1'-0"



PROPOSED PLUMBING PLAN

SCALE 1/4" = 1'-0"

Project Name:

PRIVATE RESIDENCE ADU REMODEL

Project Info:

Owner:
 Address: 4185 SE Filbert st, Milwaukie, 97222
 Lot: 15250 S.F.
 (E) Shop ADU: 880 S.F.
 (E) Tiny ADU: 251.81 S.F.

Drawn by: Nikola J.

Date: May 2022.

Sheet No:

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