



**MILWAUKIE PLANNING**  
 10501 SE Main St.  
 Milwaukie OR 97222  
 503.786.7630  
 planning@milwaukieoregon.gov

# Preapplication Request Form

File #: \_\_\_\_\_

**Meeting Date:** \_\_\_/\_\_\_/\_\_\_ **Time:** \_\_\_\_\_ **Location:** 10501 SE Main St. **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: *11525 SE McLoughlin Blvd* Map & Tax Lot(s): \_\_\_\_\_ Zone: \_\_\_\_\_

**PROPOSAL** (brief description):

*Kellogg WRRF Admin Building Remodel and addition.*

**APPLICANT:**

Project Contact Name: *Shem Harding* Company: *Deca Architecture inc.*

Mailing Address: *935 SE Alder St. Portland, OR* Zip: *97214*

Phone(s): *(503) 239-1987 x210* Email: *harding@deca-inc.com*

# of Expected Attendees: **3**  Owner  Architect  Contractor  
 Representative  Engineer  Other: \_\_\_\_\_

**REQUESTED MEETING TYPE:**

- Preapplication Meeting—1<sup>st</sup> meeting free; 2<sup>nd</sup> 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](http://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:  File                       Planning (2)                       Engineering (2)                       Building
- Development Manager                       Public Works                       Fire                       CD Director (development)