CITY OF ASTORIA

Founded 1811 • Incorporated 1856

Community Development Department

All of the information identified on this form is required and must be submitted to the Community Development Department with this application and supporting documents prior to scheduling your meeting date. Pre-Application meetings are up to one (1) hour long and are typically held on Wednesdays between 9:00 and 11:00 am. Applicants will be expected to take their own notes during the meeting. Pre-Application meetings are intended to be advisory only, 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.

Property Information

Address: _____

Lot: _____ Block: _____ Subdivision: _____

Map: _____ Tax Lot: _____ Zone: _____

Overlay Zone: _____ Land Use Designation: _____

Historic Classification: _____ Historic Inventory Area: _____

Applicant and Owner Information

Applicant's Name: _____

Applicant's Signature: _____ Date: _____

Mailing Address: _____

Phone: _____ Alt. Phone: _____ Email: _____

Property Owner's Name(s): _____

Signature of Owner(s): _____ Date: _____

_____ Date: _____

Mailing Address: _____

Phone: _____ Alt. Phone: _____ Email: _____

Business Name (if applicable): _____

Does the owner of this site also own any adjacent property? If so, please list below.

Type of Development

☐ Residential ☐ Commercial ☐ Industrial ☐ Institutional ☐ Mixed-Use

Brief Description of Proposed Project:

Are you familiar with the development process in Astoria? If yes, please identify an example project:

Are you familiar with the sections of the Astoria Development Code that pertain to your proposed project? ☐ Yes ☐ No

Is the property under enforcement action? If yes, please attach a notice of the violation. ☐ Yes ☐ No

FAQ's

When is a pre-application meeting required?

Per Astoria Development Code 9.010.I., a pre-application meeting may be required for Type II, Type III or Type IV applications, or as required.

Purpose of the pre-application meeting:

To acquaint the City and outside agencies with a potential application, and to acquaint the potential applicant with the requirements of the Development Code, the Comprehensive Plan, Engineering Design Standards, all related specialty codes, and other relevant criteria and procedures.

What is the Application Procedure?

1. Submit a complete Pre-Application Meeting request form, together with the required written and plan information.
2. The City will schedule a next available meeting with the receipt of a **complete** request for a Pre-Application meeting. Typically, meetings are scheduled 3 – 4 weeks out.
3. At the meeting, you will meet with members of the Community Development Department Team, Public Works Department Team, Fire Chief, and other agencies or departments may attend, depending on the complexity of the topic and the request.
4. Staff will present you with information responding to your proposal and identify applicable Development Code regulations. This information is provided to assist owners, applicants and their professionals address concerns related to the development.
   REMEMBER the more detailed the information submitted for review, the more information staff can provide to you on the required land use review and any City information related to your project.

Where can I find some of this information?

The general public may access the City's GIS website to obtain some of this required information about the proposed site. For security reasons utilities are not shown on the Public GIS website – please call our office if you need a map showing utilities.

- ☐ **Completed Pre-Application Meeting Form.**
- ☐ **Written Statement and Questions.** Provide a detailed description of the proposed project including any known key issues and questions for staff in list format. Details such as the changes to the site, structure, landscaping, parking and land use should be addressed.
- ☐ **Plans and Graphics.** All plans, except architectural elevations, should be to scale and should have a maximum sheet size of **11" x 17"** and a minimum sheet size of **8 1/2" x 11"**. Digital copies of plans and applications are preferred but we will accept paper.

  1. 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 site plan.
  - Proposed Project Name
  - Area of the site (acres or square feet)
  - Property location, boundaries and setbacks
  - North arrow and scale
  - Location of existing utilities (water, sanitary sewer, storm drainage), lots and tracts, buildings and structures, roadways and vehicular circulation system, pedestrian and bicycle facilities, driveways and off-street parking, landscaping, and retaining walls.
  - Water Supply Fixture Unit Count (current and proposed) WSFU Calculator Worksheet
  - Location and extent of any proposed grading or clearing proposed as part of your development.

  Additional information that would be helpful, if known:
  - Location and width of 100 year floodplain (if known)
  - Location and dimensions of proposed lots and tracts
  - Location and dimensions of proposed buildings and structure
  - Internal vehicular circulation system
  - Location of proposed roadways and roadway easements (public and private)
  - Location and width of proposed on-site pedestrian and bicycle facilities
  - Location, depth, width, and slope/grade of proposed on-site driveways and off-street parking
  - Location of existing off-site driveways across the street
  - Location and type of proposed landscaping to be planted on site
  - Location and extent of any proposed retaining walls, grading or clearing

  2. Proposed Architectural Elevations (if applicable and available). List of recommended items to be shown on plans.
  - Building height (Height restrictions can be found in Astoria Development Code Article 2 based on zone; How to Measure Height is under the Height, Building section of definitions.)
  - Direction each elevation will face
  - Material elements
  - Any other features

  3. Additional known documentation.
  - Engineering
  - Geologic/geotechnical analysis
  - Environmental hazards
  - Traffic impact analysis
  - Public utility demands
  - Project specific elements that require discussion
  - Anticipated requests for variances from applicable codes or standards necessary or desired to make the project feasible

  4. For Commercial Property (if applicable) List of recommended items to be included
  - Proposed Average Daily Traffic (ADT) and PM Peak Hour Trips
  - Need for fire suppression
  - Utility demands (water, sewer and storm)