CITY OF ASTORIA

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Community Development Department

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Astoria, Oregon 97103

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PRE-APPLICATION MEETING REQUEST FORM FEE $150

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(s): _____

Applicant's Signature(s): _____ Date: _____

Mailing Address: _____

Phone: _____ Business Phone: _____ Email: _____

Property Owner's Name: _____

Signature of Owner(s): _____ Date: _____

Mailing Address: _____

Phone: _____ Business Phone: _____ Email: _____

Business Name (if applicable): _____

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

_____

Pre-application Meeting Information

All of the information identified on this form is required and must be submitted to the Community Development Department. Pre-application meetings are held at City Hall on Wednesdays at 9:00 am. Please let staff know if you prefer a Zoom , rather than an in-person, meeting.

Upon receipt of a complete application and fee, staff will schedule your project for the next available meeting date.

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.

For Office Use Only

Received By: _____ Fee Paid Date: _____

Submitted Date: _____ Payment Method: _____

Meeting Date/Time: _____ Zoom, In Person, or both: _____

Type of Development

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

Brief *description of project* and list of *Questions* (attach additional pages as needed):

Have you been in recent discussions with any City staff regarding this project? If yes, list names below:

List the names of those from your team who will be in attendance:

Are you familiar with the development process in Astoria? Please circle one.

Yes   or   No

If yes, please identify an example project:

Are you familiar with the sections of the Astoria Development Code that pertain to your proposed project? Please circle one.

Yes   or   No

Is the property under enforcement action? If yes, please attach a notice of the violation.

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.

What is the 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, and other relevant criteria and procedures.

What is the Application Procedure?

1. Submit a complete Pre-Application Meeting application form with the required attachments and fee.
2. Staff will schedule the next available meeting, typically 2 to 4 weeks out.
3. At the meeting, you will meet with several City departments, including Planning, Public Works/Engineering, Building, Fire, and other agencies or departments, depending on the complexity of the topic and the request.
4. Staff will present you with information responding to your proposal and identify applicable Code regulations.

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.

☐ **Completed Pre-application Meeting Form**

☐ **$150 Meeting Fee**

☐ **Project Description and Questions.** Provide a detailed description of the proposed project including any key issues and questions for staff. 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"**.   One electronic copy and one paper copy shall be submitted.

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.
- 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 and width 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:
a. Building height
b. Direction each elevation will face
c. Material elements
d. Any other features

3. Additional known documentation
a. Engineering
b. Geologic/geotechnical analysis
c. Environmental hazards
d. Traffic impact analysis
e. Public utility demands
f. Project specific elements that require discussion
g. 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:
a. Proposed Average Daily Traffic (ADT) and PM Peak Hour Trips
b. Need for fire suppression
c. Utility demands (water, sewer and storm)