# PRE-APPLICATION MEETINGS IN DESIGN DISTRICTS



1333 NW Eastman Parkway, Gresham, Oregon 97030 www.GreshamOregon.gov/UDP

#### **General information**

A pre-application meeting with staff is designed to give the applicant an opportunity to discuss a land use proposal before filing a formal application for a development permit. At the meeting, your proposal is discussed and code standards and process are explained in detail. The meeting is typically 1.5 hours and is attended by planning and engineering, and may include staff representing other affected departments. The meeting is not open to the public. To get the most benefit from a pre-application meeting, you should invite your development team (architect, surveyor, or engineer) to attend. The more detailed the information you provide prior to the meeting, the better guidance you will receive.

### A follow-up pre-application meeting will be required if:

- The applicant does not provide the required materials.
- An application has not been submitted within 18 months of the last preapplication conference.
- The project changes significantly from what was originally presented.

The fee for a follow-up meeting is half the cost of the original pre-application fee.

#### Code

**Table 11.0201** of the Gresham Community Development Code (GCDC) states

 which application types require a pre-application meeting.

#### Timeline (6 weeks)

#### Pre-application materials submitted

Materials and fee are submitted to the City.



#### Pre-application meeting held

Applicant and development team will meet with City staff to discuss the land use proposal.

#### **Written summary and submittal checklist provided** A summary outlining applicable development standards and processes will be provided either at or shortly after the meeting.

#### **Application materials**

- Current **fee**.
- Narrative statement detailing the proposal and any specific questions you want addressed at the meeting.
- Preliminary site plan showing location of existing and proposed:
  - Utilities
  - Property lines
  - Driveways
  - Locations and sizes of trees
  - Parking and loading areas
  - Structures
  - Streets
  - Intended uses
  - Landscaping/open space areas

### Preliminary floor plan(s) showing:

- Interior uses
- Window locations
- Building entry(ies)

## Preliminary elevations showing:

- Building height
- Windows
- Architectural features
- Building entries
- Finish materials
- Building articulation

For more information, please contact the Planner on Duty at POD@GreshamOregon.gov or (503) 618-2780



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click on the

## PRE-APPLICATION MEETING HOW TO APPLY

1333 NW Eastman Parkway, Gresham, Oregon 97030 www.GreshamOregon.gov/UDP

- Register/ Login
- Apply



5 Add a location by clicking

Visit GreshamOregon.gov/Applications-and-Forms and

To register: Click the Login or Register button. Follow the instructions/prompts to create an account. *If you are* 

Login and begin the application process by selecting the

Type Pre-Application in the Application Assistant box and

Search by address or 9-digit R number. If searching by

Provide a description of what you are doing. Provide the total size (in square feet) of your project. If you are

developing detached units, please provide the total

You are automatically listed as the applicant. Add any

Fill out the boxes with your information. Include

information for the existing site and what is being

address, don't use the suffix (type 123 Main, not 123 Main

button.

Apply for permit 💙

already registered, skip to the next step.

select the application you are looking for.

St). Check the box and click + Add.

square footage for all units.

other contacts if needed.

tab near the top of the page.







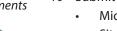












- *10* Submit the required materials:
  - Middle Housing form
  - Site plan (PDF) with all necessary information



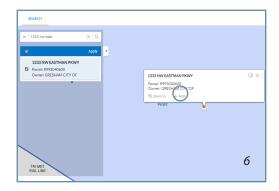
*ure* 11 Type your name to sign the permit application.



Hit Submit

proposed.

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Attachments Please suboal all necessary documents or drawings as sets. For instance, the wohltectural plan set will be one multipage set rather than indivi- drawings or documents that are not required but applicable to the project, please add those by noting the set category in the dropdown menus documents or drawings.						
	Narrative  Add Attachment      Beported per	Pre-Application Form Add Attachment	G Site Plan Add Attachment	Select Type		
l	REQUIRED REQUIRED REQUIRED 10					