

**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 pre-application 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.

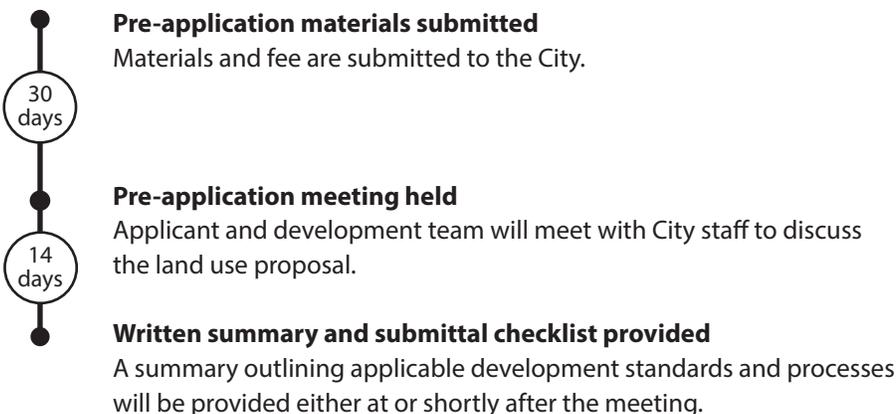
**Application materials**

- **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

**Code**

**Table 11.0201** of the Gresham Community Development Code (GCDC) states which application types require a pre-application meeting.

**Timeline (6 weeks)**





Register/  
Login

1 Visit [GreshamOregon.gov/Applications-and-Forms](http://GreshamOregon.gov/Applications-and-Forms) and click on the **Apply for permit** button.

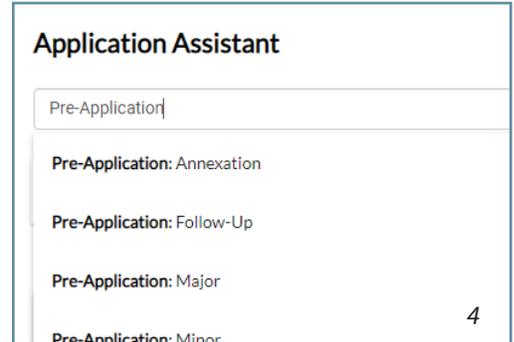


Apply

2 To register: Click the Login or Register button. Follow the instructions/prompts to create an account. *If you are already registered, skip to the next step.*

3 Login and begin the application process by selecting the tab near the top of the page.

4 Type *Pre-Application* in the Application Assistant box and select the application you are looking for.

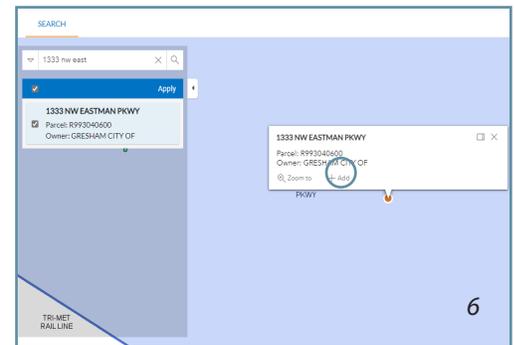


Location

5 Add a location by clicking



6 Search by address or 9-digit R number. If searching by address, don't use the suffix (type 123 Main, not 123 Main St). Check the box and click **+ Add**.



Type

7 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 square footage for all units.



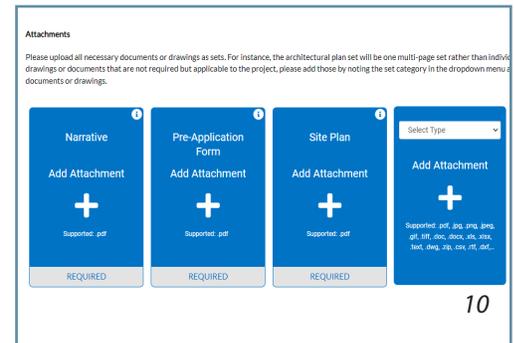
Contacts

8 You are automatically listed as the applicant. Add any other contacts if needed.



More info

9 Fill out the boxes with your information. Include information for the existing site and what is being proposed.



Attachments

10 Submit the required materials:

- Middle Housing form
- Site plan (PDF) with all necessary information



Signature

11 Type your name to sign the permit application.



Review and  
submit

12 Hit **Submit**