

City of Carlton
191 E. Main St.
Carlton, OR 97111
Phone: 503-852-7575
Fax: 503-852-7761
www.ci.carlton.or.us



Pre-Application Conference

What is a Pre-Application Conference?

Pre-Application conferences are designed to provide development applicants the opportunity to present land use development proposals to City staff prior to the actual land use application intake process. This advance discussion allows applicants an opportunity to ask questions about applicable City codes, required permits, hearings and noticing, and estimated processing timelines. The pre-application conference also allows City staff an opportunity to review preliminary development plans, and to provide comments to development applicants regarding the project and design. This feedback early in the development planning process can help applicants avoid major plan revisions that are more cumbersome to change after an actual application submittal.

Applicants should keep in mind that, due to the preliminary nature of information discussed during pre-application conferences, City staff reserve the right to determine permitting requirements upon receipt of an official development application. Information obtained during a pre-application conference is subject to subsequent changes in the Comprehensive Plan, Development Code, and/or any other applicable regulations. A pre-application conference does not 'vest' (lock in any fees or development requirements) a project in any way.

Application Process

Submit a pre-application conference application form to the city with the application filing fee. A city staff member will contact you by telephone to schedule a date and time for your conference: Conferences will be scheduled as soon as possible following receipt of your request form and materials. Incomplete information or vague development exhibits may result in a delay in scheduling your meeting request.

Application Requirements

To request a pre-application conference, please submit the following to the City Recorder:

___ **One (1) paper copy** and **one (1) electronic copy** (PDF format preferred) of the application form and the application attachments. Copies must be clear and legible.

___ Application filing fee

*The Carlton Development Code is available online at: www.ci.carlton.or.us/municode

Last updated on 1/16/10.

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City of Carlton

Date: _____
Fee: _____
Receipt No.: _____

Applicant: Name _____
Mailing Address _____

Phone _____ Email _____

Title Holder: Name _____
Mailing Address _____

Location: Street Address _____
Tax Lot Number _____ Map _____
Size _____ Zone _____

Description of proposed use\development:

Please include any maps or site plans for the proposed use/development.

For office use only

Date scheduled: _____

City Engineer: _____

Fire Chief: _____

City Planner: _____

Public Works Superintendent: _____

LAND USE FEE SCHEDULE ACKNOWLEDGMENT

Land use planning fees ("fees") are an estimate of the costs necessary to process land use applications. Fees include, but are not limited to, preparation of required public notices, staff reports and decisions, and are inclusive of the time allocated by the City Planner, City Engineer, and City Attorney. Fees must be paid at the time of application.

If there are any funds remaining after the project is complete, the applicant will receive a refund for the balance. Alternatively, if the application fee is exhausted before the project is complete, the project will be billed monthly for any additional costs until all land use stages are finished.

Please note that contracted service provider fees are subject to change and may include the fees of their hired staff. For current contractor fees, please call the city at 503-852-7575.

By reading and understanding the above information, I acknowledge the terms of the land use fee agreement as outlined above. Failure to comply with the fee agreement will result in the rejection of the application.

Applicant Signature

Date