



Contact Planning Dept. Staff with  
 Questions Regarding this Form:  
 503-925-2308

**Land Use & Zoning Pre-Screen Form**  
**City of Sherwood**  
**Planning Department**

**Section 1. To be filled out by the Applicant**

**Contact Information**

Property Owner: \_\_\_\_\_  
 Business Name: \_\_\_\_\_ Business Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Site and Zoning Information**

Site Address: \_\_\_\_\_ Suite \_\_\_\_\_  
 Site Zoning: \_\_\_\_\_

**Project Information**

Type of Project:  New Construction     Expansion / Addition     Tenant Improvement

Describe the **previous / existing use** (e.g. non-vacant use) of the specific site, building, or tenant space:

\_\_\_\_\_

Describe the **proposed use** of the specific site, building, or tenant space:

\_\_\_\_\_

Please list the **proposed uses** by size:

	Use (example: office, retail, warehouse, manufacturing, etc.)	Square Footage
Primary use:		
Secondary / ancillary use:		
Secondary / ancillary use:		

**Advisory Note:** Based on the previous use of the site and proposed changes, System Development Charges (SDC) may be required for your project. SDCs are one-time fees charged to new development to help pay a portion of the water, sewer, storm, parks and street costs associated with building infrastructure to meet needs created by growth.

Additional information: <https://www.sherwoodoregon.gov/engineering/page/system-development-charges-sdc>  
 Engineering Department: [engineering@sherwoodoregon.gov](mailto:engineering@sherwoodoregon.gov) / 503-925-2309

**Section 2. To be filled out by the Planning Department**

Based on the Planning Department review:

- Land use approval for the project is not required or has already been obtained
- Unable to Process - Additional information required
- Land use approval for the project is required and has not been obtained – Please Contact Planning Department staff at 503-925-2308.

Comments: \_\_\_\_\_

Staff initials: \_\_\_\_\_ Date: \_\_\_\_\_