



*Home of the Tualatin River National Wildlife Refuge*

# Pre-application Process

## **Scheduling**

Please refer to the Pre-Application Schedule.

## **Fees**

See **City of Sherwood current Fee Schedule**, which includes the “**Publication/Distribution of Notice**” fee, at [www.ci.sherwood.or.us](http://www.ci.sherwood.or.us). Click on **City Government/Departments/Finance**.

## **The Meeting**

Representatives from The City of Sherwood Planning, Building and Engineering Departments, will be present at the meeting. The Clean Water Services and Tualatin Valley Fire and Rescue may also be present to comment on the proposal.

## **Submittal Requirements**

The fee and six (6) collated copies of the following information are to be submitted to the Planning Department, 22560 SW Pine St., Sherwood, OR 97140.

- 1) A completed City **Pre-Application Form** with all property owners listed (see reverse side)
- 2) A scaled (1”=30’) preliminary site plan or plat map including the date, north arrow, name of the map producer, owner and applicant and map legend.
- 3) A vicinity map
- 4) A narrative describing the project in detail including the existing conditions of the site and the proposal.
- 5) A list of questions that you would like answered at the meeting.
- 6) Parcel map identifying all properties subject to the proposal.

**Note:** To make the conference efficient and useful please bring any additional information you feel necessary to clearly present your proposal. Staff will mail you a written summary of the conference within 10 days following the meeting.

**Note:** Clean Water Services (CWS) requires a pre-screening to determine if water quality sensitive areas exist on the property. If these sensitive areas exist, a Site Assessment is required prior to submitting for a land use application or undertaking any development. Providing this information at the conference will make the meeting more useful. Please contact CWS at (503) 846-3795.



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Case No. \_\_\_\_\_  
Fee \_\_\_\_\_  
Receipt # \_\_\_\_\_  
Date \_\_\_\_\_  
TYPE \_\_\_\_\_

# Pre-application Form

## Type of Land Use Action(s) Proposed:

- |   |  |
|---|--|
| <input type="checkbox"/> Annexation               | <input type="checkbox"/> Conditional Use |
| <input type="checkbox"/> Plan Amendment           | <input type="checkbox"/> Minor Partition |
| <input type="checkbox"/> Variance                 | <input type="checkbox"/> Subdivision     |
| <input type="checkbox"/> Planned Unit Development | <input type="checkbox"/> Site Plan       |
| <input type="checkbox"/> Sign Permit              | <input type="checkbox"/> Other: _____    |

## Owner/Applicant Information:

Applicant(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Address(s): \_\_\_\_\_

Owner(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Contact for Additional Information: \_\_\_\_\_

## Property Information:

Street Location: \_\_\_\_\_

Tax Lot and Map No: \_\_\_\_\_

Existing Structures/Use: \_\_\_\_\_

Existing Plan/Zone Designation: \_\_\_\_\_

## Proposed Action:

Proposed Use: \_\_\_\_\_

Proposed Plan/Zone Designation: \_\_\_\_\_

Proposed No. of Phases (one year each): \_\_\_\_\_

Standard to be Varied & the amount of the variance Varied (Variance Only): \_\_\_\_\_

