



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: \_\_\_\_\_