



Home of the Tualatin River National Wildlife Refuge

Pre-application Process

Scheduling

Please refer to the Pre-Application Schedule. **Applications received by the submittal date on the Pre-Application Schedule will be scheduled for the associated meeting date to the extent feasible based on staffing and workload.**

Fees

See **City of Sherwood current Fee Schedule under Planning Charges for Service** at www.sherwoodoregon.gov. Click on **Government/Finance then Fee Schedule**.

The Meeting

Representatives from the City of Sherwood Planning, Building, Engineering, and Public Works Departments will be present at the meeting. The Tualatin Valley Fire and Rescue (TVF&R) 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.
- 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) 681-3600.



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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):

