



City of Mill City
 PO Box 256
 Mill City, OR 97360
 503.897.2302
 Web: www.ci.mill-city.or.us

Planning Department
 Pre-Application Meeting Request
 File No. _____
 Note: A pre-application meeting will not be
 scheduled until the Planning Dept. staff
 receives the required fee of **\$200.00** and plans

Property Owner:

Name: _____
 Company: _____
 Mailing Address: _____
 City, State, Zip: _____
 Phone: _____ Fax: _____
 Email: _____

Authorized Representative:

Name: _____
 Company: _____
 Mailing Address: _____
 City, State, Zip: _____
 Phone: _____ Fax: _____
 Email: _____

Property Description:

Property Address (if available): _____
 Location Description (if address not available): _____

 Legal Description: 09SR3E Map: _____ Tax Lot(s) _____ Zone: _____

Project Type:

- Conditional Use
 Zone Change
 Partition/Subdivision
 Design Review
 Residential
 Commercial
 Industrial
 Other _____

Project Description:

I understand that the comments provided by staff at the pre-application conference are preliminary; additional concerns may be raised during the review process. More comprehensive information may be required for a formal land use application. All parties, including the owner, are encouraged to participate.

Property Owner's Signature (Required):

Printed Name: _____ Date: _____

City of Mill City Pre-Application Meeting Information

The pre-application meeting with the City's Planning Team is designed to provide you with relevant information you will need to submit a site development permit application. The site development permit process is the first step in the City's permitting process. Representatives from the City's Planning, Building, Public Works, Engineering Departments, and local Fire Officials may be at the pre-application meeting to discuss the requirements for these permits.

Following are some items you should know about the City's pre-application meeting process:

- Pre-application meetings are held as needed. Scheduling of these meetings is subject to availability of time and will be scheduled in the order requests are received.
 - Pre-application meetings are scheduled only after Planning Staff receives the required application, fee and 3 copies of site plans and narrative for your proposed project. Electronic versions of your plans are preferred. **Staff will not schedule a meeting until these materials are received and the Pre-Application Meeting Fee has been paid.**
 - The content of a pre-application meeting is considered public information unless requested to be confidential by the applicant.
 - Information conveyed by City staff during a pre-application meeting is preliminary and in response to information submitted by the applicant. Any change of plans or incorrect information submitted may invalidate the information relayed. Requests to review plans modified after a pre-application meeting may require an additional pre-application meeting(s) and fee(s).
 - Analysis of a proposed project by City staff during pre-application meetings is preliminary and does not substitute for a Land Use or Building Permit application and should not be construed as a final planning decision. **Review of your applications during the Land Use and Building Permit review processes may reveal additional requirements that are applicable to your project.**
 - Development conditions in the City can change quickly. Staff reserves the right to require additional application meeting(s) should changes in these conditions affect the development potential of your property.
 - The City reserves the right to track and bill costs directly related to follow up of the pre-application, prior to submittal of a formal land use application.
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Required Documents:

- Site Plan Requirements
- Pre-Application Fee
- Pre-Application Form

Contact to schedule the pre-application meeting:
City Recorder Stacie Cook 503.897.2302