

COLUMBIA COUNTY  
LAND DEVELOPMENT SERVICES

COUNTY COURTHOUSE, ST. HELENS, OREGON 97051  
PHONE (503) 397-1501 FAX (503) 366-3902

File # \_\_\_\_\_

Rec# \_\_\_\_\_

# Pre-Application Conference Invitation for Project Review

This is an invitation to attend a Pre-Application Conference to review the following proposed Development project: \_\_\_\_\_

Located at: \_\_\_\_\_

The conference will be held on (County Staff will assign):

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_ a.m.

## Microsoft Teams Meeting

**Project Representative:** Please fill out the attached Project Summary Worksheet and supply the required site plans. Also, please note, attendance is very important. We strongly recommend that you and your designer, architect, or engineer attend the meeting so we can clearly communicate on how the project will be reviewed and find the best path for success.

**Project Reviewers:** Your project will be reviewed by representatives of the County Planning, Building, and Public Works departments, the Fire District in your area, and possibly others. The purpose of the meeting is to distribute and explain the application submissions required for Site Design Review, off-site improvements, utility connections, and building permits, and to answer questions regarding code compliance.

## Please send your comments to:

Staff Contact: \_\_\_\_\_

Phone (main office): (503) 397-1501 direct: \_\_\_\_\_

Email: \_\_\_\_\_

Address: 230 Strand Street, Columbia County Courthouse  
Land Development Services Department  
St. Helens, OR 97051

# PROJECT SUMMARY WORK SHEET

**Project Name:** \_\_\_\_\_

**Project Representative:**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner:**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Location:**

Address, (if assigned): \_\_\_\_\_

\_\_\_\_\_

Map/Tax Lot: \_\_\_\_\_ Zoning: \_\_\_\_\_

Map/Tax Lot: \_\_\_\_\_ Zoning: \_\_\_\_\_

Map/Tax Lot: \_\_\_\_\_ Zoning: \_\_\_\_\_

Map/Tax Lot: \_\_\_\_\_ Zoning: \_\_\_\_\_

**Project Description / Proposed Land Use / Business Activity Type:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following information will assist us with the review of your project. Please submit this information at least (14) days prior to the date of your pre-application conference:

**Project Narrative:** (Discuss any relevant information that was not included in your project description)

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**Proposed Buildings:** (Number of buildings, purpose, square footage, floor plans)

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**Proposed Site Plans - include the following information:**

\_\_\_\_\_ Property boundaries (with bearings and dimensions if available).

\_\_\_\_\_ Location of existing and proposed buildings and other improvements.

\_\_\_\_\_ Location of utilities (power, water, sewer, communication).

\_\_\_\_\_ Number and location of parking spaces and loading areas.

\_\_\_\_\_ Location of driveways, access points onto public right-of-way.

\_\_\_\_\_ Storm drainage and erosion control. (Amount of impervious surface area.)

\_\_\_\_\_ Landscaped areas, fences, buffers, screens and lighting.

\_\_\_\_\_ Environmental features (streams, ponds, lakes, wetlands, floodplain, habitat).