

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:

Date: _____

Time: _____ a.m.

Place: 230 Strand Street, Columbia County Courthouse
Land Development Services Department, St. Helens, Oregon.

Pre-Application Conferences: Development Review Committee meetings are typically held on the 2nd and 4th Thursdays of each month, unless a holiday occurs on that date, when the DRC meeting will be held on the next available meeting date.

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: (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)

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

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).