



## COMMUNITY DEVELOPMENT

333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | BUILDING & PLANNING 541-917-7550

# Pre-Application Conference Application

## Meeting Information and Submittal Requirements

**PURPOSE OF THE CONFERENCE.** Pre-application conferences are intended to familiarize applicants with the requirements of the Albany Development Code (ADC) and provide an opportunity to discuss proposed projects in detail with City staff to identify approval criteria, standards, and procedures prior to filing a land use application. The pre-application conference is not intended to be an exhaustive review that identifies or resolves all potential issues and does not bind or preclude the City from enforcing any applicable regulations or from applying regulations in a manner differently than may have been indicated at the time of the pre-application conference. This pre-application conference is not a land use decision for the project.

### Location/Description of Subject Property(s)

Site Address(es): \_\_\_\_\_

Assessor's Map No(s): \_\_\_\_\_ Tax Lot No(s): \_\_\_\_\_

Comprehensive Plan designation: \_\_\_\_\_ Zoning designation: \_\_\_\_\_

Size of Subject Property(s): \_\_\_\_\_ Related Land Use Cases: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Historic Overlay       Natural Resource Overlay District       Floodplain or Floodway Overlay

### Applicant Information

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

### Property Owner Information

Same as Applicant

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

**Representative (if applicable)**

Choose One:  Engineer  Architect  Other \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

**IS A PRE-APP CONFERENCE REQUIRED?** A pre-application conference is required before a land use application is submitted, unless the Community Development Director agrees a conference is not needed (ADC 1.130(2)).

- Annexations
- Comprehensive Plan & Map Amendments
- Conditional Use
- Site Plan Review
- Land Divisions
- Planned Developments
- Manufactured Home Park
- Recreational Vehicle Park
- Sign Variance
- Major Variance
- Zoning Map Amendments

**HOW DO I SCHEDULE A CONFERENCE?** All applicants must submit information at least two weeks before the conference. **Conferences cannot be scheduled prior to submittal of required materials.**

All applicants must submit online through Accela at <http://www.albanyoregon.gov/permits>

**When are conferences held?** Most Wednesday afternoons from 1:30 p.m. to 4:30 p.m. in 45-minute time slots.

**Where are conferences held?** Conferences are held in-person unless a virtual option is requested. In-person conferences are held in Albany City Hall, 333 Broadalbin Street SW. For virtual conferences, the planner assigned to your conference will provide you with meeting login information.

**What do I need to include in my submission?**

Staff review comments will be based on the information given at the time of pre-application submittal. The depth of feedback from the city relates to the level of detail provided for discussion. New information presented at the meeting may require an additional pre-application meeting.

**1. Basic Written Information.** Provide a description of the proposed project.

Provide basic written information below or on an additional sheet if necessary.

2. **Site Plan/Map.** Include all property to be reviewed. If possible, the map should be drawn to scale (usually 1 inch = 20 or 30 feet) so it is measurable. If not to scale, provide measurements of all the shown lines and distances between buildings and property lines.

The following information is required, if applicable. If applicable information is not included, staff will not be able to adequately evaluate the proposed development.

- Address of the subject property. If vacant, identify by Tax Assessor's Map and Tax Lot(s).
- A directional arrow indicating north.
- Scale of the map/plan.
- All abutting streets and alleys; include street names.
- All property lines of the subject site and the length of each line.
- All existing *and proposed* driveway locations. Label whether they are gravel or paved.
- Label and show the location of all existing *and proposed* structures on the site, the distances between the buildings and property lines (i.e., setbacks).
- Elevations of any proposed buildings. Include heights, types, and colors of materials.

3. **Questions.** Include any specific questions you hope to have answered at the meeting.

Provide questions below or on an additional sheet if necessary.

**System Development Charges (SDC's)** are generally payable at the time of building permit issuance. SDC's for non-domestic (commercial and industrial) discharges can be substantial.

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**Note:** Some properties may have covenants or restrictions, which are private contracts between neighboring landowners. These frequently relate to density, minimum setbacks, or size and heights of structures. While these covenants and restrictions do not constitute a criterion for a city land use decision, they may raise a significant issue regarding the City's land use criteria. It is the responsibility of the applicant to investigate private covenants or restrictions.