



Pre-Application Conference

Dallas Planning & Building Department

Application Fee - \$250

| | |
|-------------------|------------------|
| Official Use Only | |
| Date Rec'd | _____ |
| File No. | _____ |
| Fee | \$250 Paid _____ |

A Pre-Application Conference provides an early opportunity to receive feedback and comments from city staff on preliminary development and land use proposals, prior to submitting a formal land use application. City of Dallas provides a FAQ about the Pre-Application Conference on the following website: <https://www.dallasor.gov/forms>
To schedule a Pre-Application Conference, submit the required checklist items (page 2 of this form) to following address: City of Dallas, Planning & Building Department, 187 SE Court Street, Dallas, Oregon 97338.

Applicant Name(s)

Mailing Address

Email

Phone Number

Applicant's Representative(s)

Mailing Address

Email

Phone Number

Site Address

Total Land
Area

Assessor Map/Tax
Lot No.

Zoning

Present use of
Property

See page two of this form for a checklist of required submittal information. The same checklist includes a list of recommended submittal information.

Pre-App meetings are held every other Thursday (twice a month) starting at 2:30 p.m. and one hour in length. When you submit your application, plans and fee, a city staff member will schedule your Pre-App meeting for the soonest available date / time. Generally speaking, Pre-Apps are scheduled approximately two weeks from the date received. Once received, a city staff member will route all plans and material to city staff and representative of outside agencies (typically Polk County and ODOT). Dallas city staff meets ahead of the date / time scheduled for a Pre-App meeting in order to become familiar with the proposal and to prepare comments. Applicants are contacted in one or two days following receipt of the required information identified on page two of this form.

Official Use Only

Conference Scheduled Date:

Time:

Location:

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|---|---|
| Please return completed form to: | Planning Department 187 SE Court Street Dallas, OR 97338 503-831-3571 planning@dallasor.gov |
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REQUIRED SUBMITTAL INFORMATION. For the city to schedule a Pre-App Conference, the following information (minimum) is required.

- A. Application Form. Provide one completed application form with applicant contact information (and representative information if known).
- B. Written Statement. Provide a detailed description of the proposed project or proposal including, but not limited to intended changes to the site, structure(s), vehicle and pedestrian access, landscaping, parking and land use.
- C. Fee. The flat fee is shown to the application form. Please make checks payable to the City of Dallas and contact the Planning & Building Department for payment options.
- D. Plans & Graphics. To a maximum sheet size of 24" x 36" or minimum sheet size of 11" x 17", provide as much site plan information and detail as available. Below is a list of required submittal items to be shown on the proposed site plan:
 - Area of the site (acres or square feet).
 - Location and dimensions of existing and proposed buildings, structures on subject property.
 - Location of existing and proposed on-site driveways and off-street parking on subject property.
 - Internal circulation system, including location of existing and proposed roadways and roadway easements (private and public).
 - Location of proposed land division lines (if proposal pertains to a land division request).

RECOMMENDED SUBMITTAL INFORMATION. Below is an additional list of recommended items to be shown on the proposed Site Plan. These items (if known) are optional:

- Proposed name of project if known (e.g., Oak Sunset View subdivision, etc.).
- Location of existing public and private utilities, related easements if known.
- Location of sensitive / natural areas (e.g., wetlands, riparian and 100-year floodplain if known).
- Location of existing off-site driveways across the street.
- Location and width of existing and proposed on-site pedestrian and bicycle facilities.
- Location and width of existing and proposed easements for access, drainage, etc.
- Location of existing and proposed trees and other landscaping to be planted at the site.
- Intended use / occupancy of building (e.g. mercantile, factory, education, etc.)
- Fire apparatus access (aisle, turning radius, hydrants where known)

In addition to the above, staff recommends providing architectural elevations (if applicable and available):

- Building height, direction each elevation is to face.
- Building material elements (if known) and other features.

PRE-APPLICATION CONFERENCE QUESTIONS: If you have questions ahead of the Pre-App meeting and would like staff to be ready with response by the meeting, please identify below (attach separate sheet if necessary).

1.

2.