



CITY OF PHILOMATH
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 www.ci.philomath.or.us

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|-----------------------------|-------|
| For Office Use Only: | |
| File No.: | _____ |
| Planning | |
| File No.: | _____ |
| Meeting Date: | _____ |
| Meeting Time: | _____ |
| CC: Finance Director | |

PRE-DESIGN MEETING APPLICATION

Fee: \$1,000 (Non-refundable)

A pre-design meeting is required prior to submitting site plans for review and subdivision plats. To schedule a pre-design meeting, applicant must provide the Pre-Design Meeting Package information, along with the required non-refundable fee. (Fee will be applied to the plan review fee at the time of the Plan Review Application.)

PROJECT

Project Name: _____

Assessor's Map: _____ Tax Lot(s): _____

Site Address: _____

APPLICANT

Name(s): _____ Bus. Phone: _____

Email: _____ Mobile Phone: _____

Mailing Address: _____

Interest in Property (Owner, Purchaser, etc.): _____

Engineering Firm: _____

Mailing Address: _____

Engineering Name: _____ Bus. Phone: _____

Email: _____ Mobile Phone: _____

The attendance of the developer's engineer is mandatory at the Pre-Design Meeting.

REQUIRED APPLICATION INFORMATION

SUBMIT 2 COPIES OF ALL DOCUMENTATION:

- Topographic survey of the project site and surrounding areas extending to the limits required under PWDS 1.10.
- Base maps showing existing utilities, as well as proposed street and utility conceptual layouts.
- Information on how any fire flow/fire code issues related to the site or water system will be addressed.
- Tentative list of backflow devices (if any) proposed for the project.
- List of unusual elements associated with the project which may result in PWDS variance requests.
- Any plans to meet any land use approval conditions (if any).
- Plans to address any issues that are raised by the City Planner, if the project does not require land use approval.

SIGNATURES(S)

I hereby certify that the information contained in this application is accurate to the best of my knowledge; and that the proposed use would not violate any deed restrictions attached to the property.

Applicants' signature

Date

Engineer' signature

Date

PROCESSING INFORMATION

Notice of meeting date and time will be mailed or emailed to the parties listed above.

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Fee Received \$ _____ Receipt #: _____ By: _____ Date: _____

All required paperwork received.