



Pre-Application Conference Philomath Planning Department

Official Use Only:
 File No.: _____
 Date: _____
 Fee: _____ PAID

A PRE-APPLICATION CONFERENCE provides an opportunity to obtain feedback and comments from City staff on preliminary development plans prior to the submission of a formal land use application. This feedback early in the development process can help applicants avoid major plan revisions that are more cumbersome to change after an actual application submittal. A pre-application conference also provides the opportunity to discuss required land approvals, permits and the timelines for development approval.

Please return a completed application form with attachments, and the required fee to the Philomath Planning Department, Philomath City Hall, 980 Applegate/PO Box 400, Philomath, OR 97370.

Section 1 – Applicant Information

Name(s): _____
 Mailing Address: _____
 Email: _____ Phone Number: _____ Cell Number: _____

Section 2 – Project Description

Please describe your project:

 Site Address: _____ Total Land Area: _____
 Assessor Map/Taxlot No. _____ Zoning: _____
 Present Use of Property: _____

Section 3 – Application Submittal Information

Please provide one electronic copy (pdf format preferred) and one paper copy of the following information: maps, a site plan, and other applicable information for City staff to understand the proposed development.

Section 4 – Application Review

You will be contacted to set up a time to meet with City Staff to discuss your proposed development.

Official Use Only:
 Conference Scheduled: _____ Date: _____ Time: _____
 Location: _____

Please note, due to the preliminary nature of information discussed during pre-application conferences, City staff reserve the right to determine permitting requirements upon receipt of an official development application. Information obtained during a pre-application conference is subject to subsequent changes in the Comprehensive Plan, Development Code, and/or any other applicable regulations. A pre-application conference does not 'vest' (lock in any fees or development requirements) a project in any way. Multiple pre-application conferences may be scheduled subject to an individual fee for each.