



CITY OF PHILOMATH

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A P P L I C A T I O N

PRE-APPLICATION CONFERENCE

Application Fee: \$ 250

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.

APPLICANT INFORMATION

Names(s): _____ Phone #1: _____

Mailing Address: _____ Phone #2: _____

City: _____ State: _____ Zip: _____ Email: _____

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

Other individuals to be notified of this application: *Name, Address, City & Zip, or Email*

PROPERTY OWNER(S) INFORMATION

Names(s): _____ Phone #1: _____

Mailing Address: _____ Phone #2: _____

City: _____ State: _____ Zip: _____ Email: _____

PROPERTY INFORMATION

Site Address: _____

Assessor's Map & Tax Lot Number(s): _____ Zoning: _____

Total Land Area: _____

Current use(s) of the property: _____

PROJECT DESCRIPTION

REQUIRED APPLICATION INFORMATION

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

PROCESSING INFORMATION

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

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.

For Office Use Only

Date Application Received: _____ Receipt Number: _____ By: _____

Internal File Number: _____ ePermitting File Number: _____

Planner Assigned: _____

Conference Scheduled:

Date: _____ Time: _____

Location: _____

Notes: _____
