## Wilsonville Pre-Application Meeting Information

The pre-application meeting process with the City's Community Development Department is designed to provide you with relevant information you will need to submit a Site Development Permit Application. The Site Development Permit process is the first step in the City's permitting process. <u>Your project may need</u> <u>building and/or public works permits</u>. These are separate and distinct permits issued by the City's Building and Engineering Divisions and are not issued as part of the Site Development Permit. Representatives from the City's Planning, Building, Engineering Divisions, Natural Resources Program, and Environmental Services will be at the pre-application meeting to discuss the requirements for these permits.

Key items you should know about the City's pre-application meeting process:

- 1. Pre-application meetings are held on a weekly basis (currently Thursday mornings at 9:00 and 10:30 a.m.). Scheduling of these meetings is subject to availability of time and will be scheduled in the order requests are received. Meetings are held online via Zoom.
- 2. Pre-application meetings are scheduled approximately two weeks after Planning Division Staff receives the required fee and electronic copies of site plans and narrative for your proposed project. You can request a pre-application meeting using the City's Online Permitting Portal: <u>https://www.ci.wilsonville.or.us/Online-Portal</u>. Staff will not schedule a meeting until these materials are received and the Pre-Application Meeting Fee has been paid.
- 3. The content of a pre-application meeting is considered public information unless requested confidential by the applicant.
- 4. Information conveyed by City staff during a pre-application meeting is preliminary and in response to information submitted by the applicant. Any change of plans or incorrect information submitted may invalidate the information relayed. Requests to review plans modified after a pre-application meeting may require an additional pre-application meeting(s) and fee(s).
- 5. Analysis of a proposed project by City staff during pre-application meetings is preliminary and does not substitute for a Site Development Permit application and should not be construed as a final planning decision. Review of your applications during the Site Development Permit review process may reveal additional requirements that are applicable to your project.
- 6. Development conditions in the City can change quickly. Staff reserves the right to require additional application meeting(s) should changes in these conditions affect the development potential of your property.
- 7. A pre-application follow-up email, which will include details on the anticipated land use review process, applicable Development Code criteria, and a recording of the pre-application meeting, will be provided approximately one week after the pre-application meeting. A written summary of the meeting may be requested by the applicant. Such request must be submitted in writing at least one week prior to the scheduled meeting. **Requested transcript of meeting will be billed to the applicant at the City's current transcription service rate.**

Attached Documents: Pre-Application Meeting Request F Traffic Study Request/Waiver Form			
To schedule the pre-application meeting: Visit the City's <u>Online Permitting Portal</u> . Contact the Planning Division (503-682-4960) with any questions about scheduling this meeting			
Pre-application Fee: <u>Residential:</u> \$507 if <10 lots/units	Signs Only: \$241	<u>All Others:</u> \$1,058	
Helpful Web Site Pages: Community Development	Planning Permits and Forms	Planning Fee Schedule	

V Phone: 503	SW Town Center Loop East Vilsonville OR 97070 3.682.4960 Fax: 503.682.7025 www.ci.wilsonville.or.us	Pre-Applica File No Note: Pre-app scheduled un	ning Division ation Meeting Request plication meeting will not be til the Planning Division staff he required fee and plans
Property Owner:	Aut	horized Represen	tative:
Name:	Nan	ne:	
Company:	Com	ipany:	
Mailing Address:	Mail	ing Address:	
City, State, Zip:	City	, State, Zip:	
Phone: Fax:	Pho	ne:	Fax:
E-mail:	E-m	ail:	
		ame:	Date:
Property Description			
Property Address (if available): Location Description (if address not availab			
Legal Description: T3S-R1W Map	Tax Lot(s)		County: □ Clackamas/ □ Washington
Project Type:			
Residential     Comr	nercial 🗆 🗆 I	ndustrial	□ Other:
Project Description:			



## **REQUEST FOR TRAFFIC IMPACT STUDY**

**City of Wilsonville Engineering and Planning Divisions** 

Request Date:

□ Traffic Scope of	Traffic Impact Study	□ A Determination of	Other Traffic Related
Services	Waiver	Demeaning of Traffic	Issues

Applicant:   Owner  Authorized Agent		Site Information		
Applicant:		Project Name:		
Address:		Project Address:		
City:	State:	Zip:	Tax Lot #:	Lot Size:
Email Address:				
Additional Information and Fees				
Is work related to a Proposed Development: Yes $\Box$ No $\Box$		Land Use Case File Number:		
Is work related to a CIP: Yes $\Box$ No $\Box$		CIP Number:		
Fee: Traffic Impact Study's Fee determined by the City's traffic consultant based on Scope of Services plus 15% for City overhead				

I, the applicant, certify that:

- To the best of my knowledge, all the information provided within this application package is complete and accurate.
- The above request does not violate any recorded deed restrictions that may be attached to or imposed upon the subject property.
- If the application is granted, I will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval.

Applicant's or Authorized Agent's Signature	Print Name	Date
Property Owner's Signature (If not Applicant)	Print Name	Date
Address:	City/State/Zip:	Phone:

\*Process: A Request, along with a site plan and project description must be submitted to the Engineering Division. The request is forwarded to the City's traffic consultant who will prepare a Scope of Services, which will include the necessary fee. The prepared Scope will be reviewed by the Engineering Division, and once approved, will be forwarded to the applicant/authorized agent listed above. When the applicant/authorized agent reviews and submits the fee indicated in the Scope of Services plus 15 percent for City overhead, the Scope will be authorized by Staff and forwarded to the traffic consultant. When the traffic impact study has been received and approved by the City's Engineering Division, it will be forwarded to the applicant/authorized agent and the Planning Division.

A Request for a Waiver from a Traffic Impact Study will be reviewed by the Community Director and the Engineering Division and the requestor will be notified by mail.

Note: If the project description and/or site plan change from what was originally submitted, additional traffic analysis and fees may be required.