



Molalla Planning Department

117 N. Molalla Ave. - P.O. Box 248
Molalla, OR 97038
Phone: 503-829-7526
communityplanner@cityofmolalla.com

PRE-APPLICATION CONFERENCE

/ / _____ DATE	: _____ TIME	\$ _____ FEE'S

STAFF CONTACT (This section to be filled in by staff)

APPLICANT'S NAME	PHONE NUMBER
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ADDRESS (OR MAP/TAX LOT) OF SUBJECT PROPERTY

APPLICANT'S MAILING ADDRESS

BRIEF DESCRIPTION OF PROPOSAL

Please attach additional materials relating to your proposal. Of most importance is information regarding existing conditions on or adjacent to the property. Detailed project design is discouraged at this level--it is important to remain open as to future project design. The most useful submittal for staff in reviewing your proposal would be a rough site plan on paper up to 11 x 17 inches in size depicting the following items:

- | | |
|--|--|
| <ul style="list-style-type: none"> ➤ North arrow ➤ Scale ➤ Property dimensions ➤ Streets abutting the property ➤ Conceptual design (non-engineered) | <ul style="list-style-type: none"> ➤ Access to and from the site, if applicable ➤ General location of existing trees ➤ Location of creeks and/or wetlands ➤ Location of existing utilities (water, sewer, etc.) ➤ Easements (access, utility, all others) |
|--|--|

While this material is not required, the more detail you can provide about existing conditions of your site, the better input you will receive from city staff at the pre-application conference. Submittal of this material must occur at least 14 days prior to the pre-application conference, or the conference will be rescheduled.

By my signature below, I verify that all of the material submitted is true to the best of my knowledge, and I grant city staff right of entry onto the subject property in order to prepare for the pre-application conference.

PROPERTY OWNER'S SIGNATURE	DATE
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MAILING ADDRESS (IF DIFFERENT FROM ABOVE)