

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. **Your project may need building and/or public works permits.** 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.

Following are some 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.
2. Pre-application meetings are scheduled approximately two weeks after Planning Division Staff receives the required fee and 10 copies of site plans and narrative for your proposed project. Electronic versions of your plans are preferred. **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 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 Form
Traffic Study Request/Waiver Form

Contact to schedule the pre-application meeting:

Charles Tso, Assistant Planner 503-682-4960 tso@ci.wilsonville.or.us

Pre-application Fee:

Residential: \$400 if <10 lots/units
Signs Only: \$190
All Others: \$835

Helpful Web Site Pages

[Community Development Planning Permits and Forms](#) [Planning Fee Schedule](#)



29799 SW Town Center Loop East
Wilsonville OR 97070
Phone: 503.682.4960 Fax: 503.682.7025
Web: www.ci.wilsonville.or.us

Planning Division Pre-Application Meeting Request

File No. _____

Note: Pre-application meeting will not be scheduled until the Planning Division staff receives the required fee and plans

Property Owner:

Name: _____

Company: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Authorized Representative:

Name: _____

Company: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Property Owner's Signature (Required):

Printed Name: _____ Date: _____

Property Description

Property Address (if available): _____

Location Description (if address not available): _____

Legal Description: T3S-R1W Map _____ Tax Lot(s) _____ County: Clackamas/ Washington

Project Type:

Residential Commercial Industrial Other: _____

Project Description:

City of Wilsonville
Community Development Department
Engineering and Planning Divisions

29799 SW Town Center Loop E
Wilsonville, OR 97070
Phone: 503 682-4960; Fax 503 682-7025
adams@ci.wilsonville.or.us

This form must be completed and returned to Steve Adams, Development Engineering Manager, to initiate a traffic Scope of Services, a request for a traffic study waiver, a determination of de minimus traffic impact, or other traffic-related issues.

REQUEST FOR TRAFFIC STUDY – PLEASE READ COMPLETELY

_____ Traffic Study Scope of Services _____ Waiver from Traffic Study requirement

Other Traffic Related Request _____

Requested by: _____ Date: _____

Property address: _____

Legal description: Tax lot(s) Section

Project name: _____

Property owner: _____

Name: _____

Address: _____

Applicant: _____

Name: _____

Address: _____

Authorized representative: _____

(Contact person)*

Name: _____

Company: _____

Address: _____

Phone: _____ Email: _____

**Note: This person will receive all correspondence regarding traffic analysis.*

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 authorized representative listed above. When the applicant reviews and submits the fee indicated in the Scope of Services, the scope will be authorized by Staff and forwarded to the traffic consultant. When the traffic study has been received and approved by the City's Engineering Division, it will be forwarded to the applicant and the Planning Division.

A request for a Waiver from a traffic study will be reviewed by the Community Development 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.