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, Associate Planner  503-682-4960  tso@ci.wilsonville.or.us

**Pre-application Fee:**
- Residential: $413 if <10 lots/units
- Signs Only: $196
- All Others: $862

**Helpful Web Site Pages**
- [Community Development Planning Permits and Forms](#)
- [Planning Fee Schedule](#)
### 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:**

<table>
<thead>
<tr>
<th>Name: ____________________________</th>
<th>Company: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address: __________________</td>
<td>Mailing Address: __________________</td>
</tr>
<tr>
<td>City, State, Zip: _________________</td>
<td>City, State, Zip: _________________</td>
</tr>
<tr>
<td>Phone: ___________________ Fax: ___________________</td>
<td>Phone: ___________________ Fax: ___________________</td>
</tr>
<tr>
<td>E-mail: __________________________</td>
<td>E-mail: __________________________</td>
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</tbody>
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**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:**

- __________________________
- __________________________
- __________________________
- __________________________
- __________________________
- __________________________
- __________________________
- __________________________
- __________________________
- __________________________
This form must be completed and returned to Dominique Huffman, Civil Engineer, 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

<table>
<thead>
<tr>
<th>Traffic Study Scope of Services</th>
<th>Waiver from Traffic Study requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Traffic Related Request</td>
<td></td>
</tr>
</tbody>
</table>

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.