



Pre-Application Conference Request

140 South 3rd Street
Central Point, OR 97502
541.664.3321

www.centralpointoregon.gov

PROPERTY OWNER:

Name: _____
Company: _____
Mailing Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

APPLICANT/AUTHORIZED REPRESENTATIVE:

Name: _____
Company: _____
Mailing Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

PROPERTY DESCRIPTION

Property Address: _____
Legal Description (Map & Tax Lot Number): _____
General Land Use Designation: _____
Zoning District: _____

DEVELOPMENT TYPE / INTENDED USE

Residential Commercial Mixed-use Industrial Civic Other: _____

PROJECT DESCRIPTION:

I hereby state that the facts related in the above application and the plans and documents submitted herewith are complete, true, correct and accurate to the best of my knowledge.

SIGNATURE (REQUIRED):

Property Owner Agent Applicant

Signature

Date

Pre-Application Conference Information

A pre-application conference provides potential applicants with information prior to formal project submittal. The Pre-Application Conference involves representatives from City Planning, Building, Public Works, as well as other agencies including but not limited to Fire District #3, and Rogue Valley Sewer Services. Due to the preliminary nature of the project, information provided is general in nature and subject to change based on changes to the project, new information, changes in City or other Agency requirements, etc. No final decisions or conditions of approval will be provided as part of a pre-application conference.

The meeting will be scheduled upon receiving a completed request form, the \$250 application fee and any supporting information about the preliminary development project.

Submittal Guidance

- Signed Pre-Application Conference Request Form
- \$250 Application Fee. (Make checks payable to *City of Central Point*)
- Written summary of the proposed project. Include any important development objectives, target timelines, anticipated challenges, concerns and questions in this narrative. This will allow City and Agency staff to respond with relevant information tailored to your needs at this stage in the preliminary development process.
- Preliminary Plans (e.g. site plan, building elevation concepts). Maximum size 11" x 17"
- Written Consent of Property Owner, if applicable.
- Submit one paper copy and electronic copy as follow:
 - Paper submittals may be hand delivered or mailed to City of Central Point Planning, 140 South 3rd Street, Central Point, OR 97502.
 - Electronic submittals may be emailed as PDF documents to planning@centralpointoregon.gov