



Gladstone planning services are provided by 3J Consulting. Submit all land use applications and correspondence to: Heather Austin, City of Gladstone, 18505 Portland Avenue, Gladstone, OR 97027  
Phone: 503.946.9365 x206 E-Mail: [heather.austin@3j-consulting.com](mailto:heather.austin@3j-consulting.com) or [permit.review@3j-consulting.com](mailto:permit.review@3j-consulting.com)

## PRE-APPLICATION CONFERENCE INFORMATION

The purpose of a land use pre-application conference is to provide project specific information to the applicant on the City of Gladstone's development policies, procedures, fees, and environmental regulations. The pre-application conference is an informal meeting with City of Gladstone Planning Director, city staff members and other affected agencies. The main objectives of the conference are to:

- Provide a preliminary review of the proposal for compliance with all applicable development standards.
- Identify significant issues.
- Assist in identifying design alternatives.
- Explain the submittal requirements and outline the review process, timelines, and costs associated with the application.
- Answer additional questions posed by the applicant.
- Introduce staff and provide staff contact information.
- Discuss the permitting required to comply with land use entitlements.

If you have questions regarding your application, please refer to page 2 of this document for planning staff contact information.

## FREQUENTLY ASKED QUESTIONS

### **Are pre-application conferences mandatory?**

Pre-application conferences are required for some land use applications including but not limited to; Design Review, Type II Partitions, Subdivisions, Zone Changes, Conditional Use, Variances and others per Section 17.90.030 of the Gladstone Municipal Code. Pre-application conferences are optional for other applications.

### **How do I schedule the conference? Who coordinates the meeting?**

To schedule a pre-application conference, you must submit a complete Pre-Application Conference Request and provide the required documentation as listed on the form. Pre-application conference materials can be delivered or mailed to Planning staff (See address above). Once Planning staff has received and reviewed your pre-application conference request and materials, you will be contacted with a date and time for your pre-application conference.

### **How much does it cost?**

\$1,870, which is due at the time the pre-application is submitted.

### **How quickly can I schedule a pre-application conference?**

A conference generally can be scheduled within 2-4 weeks from the time a complete pre-application is submitted. Conferences are scheduled on a first come, first-serve basis. Please provide 24 hours notice to cancel or reschedule.

### **When are the conferences held?**

Pre-application conferences for the City of Gladstone are held every other week on Thursday between the hours of 1:00pm and 3:30pm.

### **How long does the conference last?**

60 minutes is scheduled for each pre-application conference.

**Where will the conference be held?**

Pre-application conferences are generally held electronically through a video conference.

**Who will attend the meeting?**

Planning staff will review the development proposal and arrange for the appropriate city staff members from other divisions and agencies to attend the conference and/or to provide comments on the proposal.

**As the applicant, who should I ask to attend the conference?** (Staff recommendation)

You, as the applicant should attend. If this is a leased property, the owner is encouraged to attend. However, if the applicant is performing due diligence, the property owner may not be necessary. If the consultant (such as an engineer or an architect) are known, the applicant may invite them to attend at the applicant’s discretion.

**CONFERENCE PROCEDURE**

During the pre-application conference, Planning staff and other representatives will meet with the applicant.

1. Planning staff introduces the participants, explains the conference procedure, and invites the applicant to present an overview of the proposal. Questions follow.
2. Planning staff may invite other agencies, jurisdictions and county representatives to present requirements related to the proposal.
3. Planning staff identifies pertinent standards of the City of Gladstone Municipal Code and Comprehensive Plan that will apply to the applicant's proposal.
4. Planning staff summarizes staff concerns, application submittal requirements, timelines and costs.

During the pre-application conference or shortly thereafter, staff may present the applicant with a summary report responding to the proposal, identify applicable Municipal Code sections, Comprehensive Plan policies, key issues, and requirements for special studies. It is the applicant’s responsibility to take notes throughout the conference. Staff will prepare a pre-application summary report and mail it within 14 days of the conference date.

- REQUIRED MATERIALS:**
- Complete “Pre-Application Conference Request” form (attached).
  - County Assessor’s Map (Plan Map in the lobby “Self Help Area” maps are available online: <http://www.clackamas.us/gis/> or <http://www.clackamas.us/surveyor/disclaimer.htm>)
  - Existing Features aerial photo or Map (Structures, topography, trees, creeks, etc.)
  - Site Plan (Drawn to scale. See requirements outlined on “Pre-Application Conference Request” form.)
  - Pre-Application Conference Fee (The pre-application conference fee is due at the time of request form submittal.)
  - Narrative (Clear and detailed description explaining the proposed use.)

- SOME KEY THINGS TO REMEMBER:**
- ✓ Staff is able to provide more explicit information at your pre-application meeting when you submit detailed information in your application.
  - ✓ You are required to submit the pre-application conference report as part of your formal land use application.
  - ✓ The property you are investigating may have private obligations, such as codes, covenants, and restrictions (CC&Rs) to which the City or County is not a party and does not consider in its review.



## Pre-Application Conference Request Form

The following information is required for a pre-application conference.

**PLEASE PRINT**

**DATE RECEIVED:** \_\_\_\_\_

<i>(Check appropriate land use application type.)</i>	<input type="checkbox"/> <b>Conditional Use</b>	<input type="checkbox"/> <b>Partition/Subdivision</b>	
<input type="checkbox"/> <b>Design Review</b>	<input type="checkbox"/> <b>Variances</b>	<input type="checkbox"/> <b>Zone Change</b>	<input type="checkbox"/> <b>Other</b>

<b>Contact Information:</b>	<input type="checkbox"/> <b>Owner</b>	<input type="checkbox"/> <b>Architect</b>	<input type="checkbox"/> <b>Engineer</b>	<input type="checkbox"/> <b>Other</b>
<b>Contact/Applicant's Name:</b> _____				
<b>Mailing Address:</b> _____ <b>City/State/Zip:</b> _____				
<b>E -Mail:</b> _____ <b>Phone:</b> _____				
<b>Contact Information:</b>	<input type="checkbox"/> <b>Owner</b>	<input type="checkbox"/> <b>Architect</b>	<input type="checkbox"/> <b>Engineer</b>	<input type="checkbox"/> <b>Other</b>
<b>Contact/Applicant's Name:</b> _____				
<b>Mailing Address:</b> _____ <b>City/State/Zip:</b> _____				
<b>E -Mail:</b> _____ <b>Phone:</b> _____				

<b>Property Information</b>	
<b>Property Address:</b> _____	
<b>Legal Description:</b> T_____ S, R_____ E/W/Q, Section _____ Tax Lot(s) _____ <i>(For property legal description, contact Planning at 503-742-4500)</i>	
<b>Project Description:</b> _____ _____ _____ _____ _____	
<b>Current Zoning:</b> _____	<b>Existing Bldg. Square Footage:</b> _____
<b>Building Valuation:</b> _____	<b>Proposed New Square Footage:</b> _____



**Partitions/Subdivisions/Planned Unit Development** Number of Lots: \_\_\_\_\_ Number of Phases: \_\_\_\_\_

**Multifamily Development:**

<input type="checkbox"/> Studio	(# Units): _____	Square Feet _____
<input type="checkbox"/> One Bedroom	(# Units): _____	Square Feet _____
<input type="checkbox"/> Two Bedroom	(# Units): _____	Square Feet _____
<input type="checkbox"/> Three Bedroom	(# Units): _____	Square Feet _____

**Accessory Use:**

<input type="checkbox"/> Buildings	Type: _____	Square Feet _____
<input type="checkbox"/> Courtyards Patios, and Decks	Type: _____	Square Feet _____
<input type="checkbox"/> Fences and Walls	Type: _____	Square Feet _____
<input type="checkbox"/> Storage	Type: _____	Square Feet _____
<input type="checkbox"/> Swimming	Type: _____	Square Feet _____

**Commercial/Industrial/Institutional Development:**  
*(If a mixed use development is proposed, check all uses that apply and list corresponding square footage for each use.)*

**Office Park**       **Residential**       **Commercial**       **Light Industrial**       **Institutional**

Number of employees/students/occupants: \_\_\_\_\_ Days of operation: \_\_\_\_\_

Estimated hours of daily operation: \_\_\_\_\_ am - \_\_\_\_\_ pm

Is the property under enforcement action for a violation of the Gladstone Municipal Code?       No       Yes



### SITE PLAN REQUIREMENTS:

At a minimum, the site plan should provide information on the following applicable items (all items on a site plan must be legible and drawn to scale, no smaller than 1 inch = 50'. The plan should be on paper no smaller than 8 ½" x 11" and no larger than 11" x 17". If warranted by the size of the development, large plan sets may be submitted.):

1.  Existing and proposed lot lines, lot or parcel numbers, and acreage/square footage of lots.
2.  Dimensions of all illustrated features (i.e. all structures, septic systems, driveways, roads, etc.)
3.  Significant natural features (slopes greater than 20%, geologic hazards, wetlands, drainage ways, rivers, streams, and the general location of existing trees, etc.).
4.  Existing easements (access, storm drainage, utility, etc.).
5.  Existing and proposed (structures, outbuildings, septic, etc.) on site and on adjoining properties.
6.  Existing and proposed road locations including widths, curbs, and sidewalks.
7.  Existing and proposed driveway approach locations on site, existing driveway approaches on adjoining properties on the same side of the street, and existing driveway approaches across the street from the site.
8.  Contiguous properties under the same ownership.
9.  General predevelopment topographical information (minimum 10' contour intervals).
10.  Location of utilities.
11.  Preliminary site utility plan.
12.  Preliminary landscape plan.
13.  Building elevations and/or profiles, if available.
14.  Parking and vehicle circulation plans. (*Number, sizes, widths*)
15.  Pedestrian improvements. (*Sidewalks, pathways*)
16.  Location and size of garbage and recycling enclosures. (*Show circulation*)
17.  Location and size of loading spaces.

List any specific questions you wish to have discussed at the pre-application conference:  <hr/> <hr/> <hr/> <hr/> <hr/>
--

**I understand that the comments provided by staff at the pre-application conference are preliminary, additional concerns may be raised during the land use review process. More comprehensive information may be required for a formal land use application. All parties, including the owner, are encouraged to participate.**

\_\_\_\_\_  
Applicant Signature Date \_\_\_\_\_

\_\_\_\_\_  
Applicant Name, Printed