

CITY OF HERMISTON PRE-APPLICATION MEETING FORM

Applicant's Name: _____ Date: _____

Address: _____ Phone: _____
(Daytime)

Property Owner's Name (If Different): _____

Address: _____ Phone: _____
(Daytime)

Legal Description of Property:

Assessor's Map No: _____ Tax Lot No: _____ Subdivision: _____

Property Location (Closest Intersections and Address):

Present Use: _____

Proposed Use: _____

Present Zoning: _____ Total Area: _____

Applicant must attach a sketch map drawn to scale, (one digital copy). The map should address the criteria set forth in the guidelines on the attached sheet.

I am the ___owner/___owner's authorized representative.
(If authorized representative, attach letter signed by owner.)

Applicant's Signature: _____ Date: _____

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OFFICE USE ONLY

Date Filed: _____ Received By: _____ Meeting Date: _____

CONCEPTUAL MAP PREPARATION

The conceptual map is a generalized site plan or land division map showing the entire parcel with schematic indications of approximate locations of buildings, public and private rights-of-way, parking and loading areas, public and private open spaces, walkways, planting areas, etc., of sufficient accuracy to be used for the purpose of the identification of issues and development impacts.

PRE-APPLICATION MEETING

1. Although optional, prospective applicants are encouraged to request a pre-application meeting in order to determine requirements for the submittal of the actual application, and to avoid unanticipated costs and delay in the review process. The pre-application meeting allows the applicant to meet with staff to make the developer aware of the substantive and procedural requirements of the zoning ordinance and to identify policies and regulations that create opportunities or pose constraints for the proposed development.
2. The prospective applicant shall request the planning staff to arrange a pre-application meeting. Pre-application meetings are held every other Monday at 1PM. Applicant must submit their application and conceptual map by the preceding Thursday at 4:30PM in order to be scheduled for a Monday development meeting.
3. The planning staff shall provide the proposal to the development staff upon receipt and acceptance of a pre-application request consisting of a plot plan and a written description of the proposal.
4. The development staff shall discuss the proposal with the applicant.