City of Canby
Planning Department
111 NW 2nd Avenue
PO Box 930
Canby, OR 97013
(503) 266-7001

LAND USE APPLICATION

Pre-Application Conference

APPLICANT INFORMATION: *(Check ONE box below for designated contact person regarding this application)*

☐ Applicant Name: _____ Phone: _____
Address: _____ Email: _____
City/State: _____ Zip: _____ _____

☐ Representative Name: _____ Phone: _____
Address: _____ Email: _____
City/State: _____ Zip: _____

☐ Property Owner Name(s)*: _____ Phone: _____

Signature: _____

Address: _____ Email: _____
City/State: _____ Zip: _____

NOTE: Property owners or contract purchasers are required to authorize the filing of this application and must sign above

* All property owners represent they have full legal capacity to and hereby do authorize the filing of this application and certify that the information and exhibits herewith submitted are true and correct.

PROPERTY & PROJECT INFORMATION:

Street Address or Location of Subject Property	Total Size of Property	Assessor Tax Lot Numbers
Existing Use, Structures, Other Improvements on Site	Zoning	Comp Plan Designation

Brief description of proposed development or use

STAFF USE ONLY				
FILE #	DATE RECEIVED	RECEIVED BY	RECEIPT #	DATE APP COMPLETE

PRE-APPLICATION CONFERENCE–INSTRUCTIONS

Pre-Application Conferences are designed to provide applicants the opportunity to present land use development proposals to City staff prior to the actual land use application process. This advance discussion allows applicants an opportunity to ask questions about the applicable city codes, required permits, hearing and noticing and estimated processing timelines. The Pre-Application Conference also allows City staff an opportunity to review preliminary plans, and to provide comments to applicants regarding the project and design. This feedback early in the planning process can help applicants avoid major plan revisions that are more cumbersome to change after an actual application submittal.

Applicants should keep in mind that, due to the preliminary nature of information discussed during Pre-Application Conferences; City staff reserves the right to determine permitting requirements upon receipt of an official application. Information obtained during a Pre-Application Conference is subject to subsequent changes in the Canby Comprehensive Plan, Canby Municipal Code, and/or any other applicable regulations. A Pre-Application Conference does not "vest" (lock in any fees or development requirements) a project in any way.

Once your pre-application has been submitted, it will be reviewed by the Planning Department. You will be notified of any changes and returned to the Planner for approval. When you have the approval you will take sixteen (16) paper copies and one copy in electronic format to the Office Specialist at Public Works who will contact you to set up your conference. At this conference representatives from the following City departments and public agencies will be in attendance: Public Works, water, telephone, cable, gas, electric, Clackamas County (if needed), Canby Fire District, Oregon Department of Transportation (if needed), Planning, Engineering and Parks.

All required application submittals detailed below must also be submitted in electronic format. The City may request further information at any time before deeming the application complete. Required application submittals include the following:

Applicant Check	City Check	
☐	☐	Submit one copy of your proposed pre-application submittal, addressing the minimum pre-application requirements listed below, to the Planner for review and comments.
☐	☐	Once you have made any needed changes per the planning department, submit sixteen (16) paper copies of this application packet to the Office Specialist at Public Works (1470 NE Territorial Road) who will schedule your Pre-Application Conference.
☐	☐	Submit an electronic copy of this application packet to the Planning Department
☐	☐	Payment of appropriate fees – cash or check only. Refer to the city's Master Fee Schedule.
☐	☐	Narrative – A detailed narrative description of your proposal and any specific questions you want the City to respond to at the Pre-Application Conference.
☐	☐	Site/Plot Plan drawn to scale showing:

- ☐ Property lines (legal lot of record boundaries)
- ☐ Lot area
- ☐ Impervious surface area
- ☐ Location and size of all proposed hardscape, including driveways, parking lots, compact cars and handicapped spaces, loading areas, bicycle paths, bicycle parking, sidewalks, and pedestrian ways
- ☐ Location, size, & heights of existing and proposed structures
- ☐ Proposed elevations
- ☐ Distances between structures and other significant features, including property lines, yards and setbacks, building area,

- ☐ Layout of all proposed structures, such as buildings, fences, signs, solid waste collection containers, mailboxes, exterior storage areas, and exterior mechanical and utility equipment
- ☐ Significant tree locations (all trees over 6 inches)
- ☐ Location and dimensions of easements
- ☐ Location of utilities – storm, sanitary sewers and water (including size of service and street location)
- ☐ Location, width, and names of all existing or planned streets, other public ways, and easements within or adjacent to the property, and other important features
- ☐ Existing and proposed driveway widths
- ☐ Location of any forested/wetland area, water bodies, or other significant natural features
- ☐ Location of and distance to fire hydrant(s)
- ☐ Location and profile drawings of all proposed exterior signage

☐ ☐ Slope map (if area is over 25% slope)

Nonresidential Projects Wastewater Information

***Businesses are required to complete an Environmental Survey from the City of Canby Public Works Department prior to receiving a business license.*

Do you plan on discharging anything other than domestic waste? ☐Yes ☐No

Will you be discharging any wastes that were produced during an industrial process or the manufacturing of a product? ☐Yes ☐No

Are you proposed to have floor drains that will be connected to sanitary sewer? ☐Yes ☐No