

COLUMBIA COUNTY
LAND DEVELOPMENT SERVICES
COUNTY COURTHOUSE, ST. HELENS, OREGON 97051
PHONE (503) 397-1501 FAX (503) 366-3902

Pre-Application Conference Invitation for Project Review

This is an invitation to attend a Pre-Application Conference to review your project located at _____.

The conference will be on:

Date: Thursday, _____

_____ a.m. **Time:**

Place: Columbia County Land Development in the basement of the County Courthouse; St. Helens, Oregon.

Pre-Application Conferences: All Project Summaries and a Pre-Application Conference fee of \$62 for applications not requiring as State Goal exception and \$114 for applications requiring as State Goal exception received in the Land Development Services office before 4:00 p.m. on the 1st and 3rd Wednesdays of each month will be scheduled for pre-application conferences at 30 minute intervals at the next regular Development Review Committee (DRC) meeting.

DRC meetings are held on the 2nd and 4th Thursdays of each month, unless a holiday occurs on that date, in which case, the DRC meeting will be held on the next regular meeting date

Project Reviewers: Your project will be reviewed by representatives of the County Planning, Building, and Public Works departments, the Fire District in your area, and others. The purpose of the meeting is to distribute and explain the application submissions required for Site Design Review, off-site improvements, utility connections, and building permits, and to answer questions regarding code compliance.

Attendance: It is very important that whoever prepares your plans (you, your designer or your architect), attend the meeting. Although your designer or architect may represent you as your agent, we strongly recommend that you also make every effort to attend.

Please contact your project representative, _____, in the Land Development Services Department, County Courthouse, St. Helens, or phone (503) 397-1501, if you have any questions or need additional information

PROJECT SUMMARY WORK SHEET

Pre-App Meeting Date: _____ **Time:** _____

Project Name: _____

Project Representative: Property Owner _____ Architect or Designer _____

Other: _____

Owner/Developer: Name: _____ Phone: _____

Address: _____

Architect/Designer: Name: _____ Phone: _____

Address: _____

Project Location: Tax Account Number: _____ - _____ - _____

Address, if assigned: _____

Proposed Land Use or Business Activity: _____

Square Footage of Buildings: _____

Proposed Site Plan: The following information will assist us with the review of your project.
Please submit this information 7 days prior to the date of your pre-application conference:

_____ Floor plan sketch (please show uses in each area).

_____ Property boundaries (with bearings and dimensions if available).

_____ Location of buildings and other improvements.

_____ Number and location of parking spaces.

_____ Location of driveways, landscaped areas, fences, buffers and screens.