

PRE-APPLICATION CONFERENCE INFORMATION SHEET & SUBMITTAL REQUIREMENTS

PURPOSE

Pre-application conferences are required for all projects that require a Type I, Type II or Type III planning actions as defined in Chapter 18.5.1 of the Ashland Municipal Code. Definitions for Type, I, II and III planning actions can be found at www.ashland.or.us/code.asp. If you are unsure if your project falls into any of the categories listed, please contact the Planning Division of the Community Development Department for assistance at (541) 488-5305.

The purpose of the pre-application conference is to allow the applicant and the City Staff to meet and discuss the proposed project early in the development process. This early review and meeting helps to identify opportunities and key issues prior to preparation and submission of the Planning application. Before a proposal goes before the Planning Commission for approval, most of the issues can be worked out so that the project is ready for review with few additional changes or conditions needed.

PROCESS

Requests for a pre-application conference must be submitted to the Planning Division a minimum of two weeks in advance of the scheduled meeting. Pre-application conferences are scheduled for Wednesdays between 2:00 and 4:00 PM. These conferences are scheduled on a first come – first served basis. **A time cannot be reserved without payment and a complete submittal as described on the attachment.**

The narrative and the plans are then electronically sent to each concerned department to review and return comments to the Project Planner. Where applicable, other agencies such as the Oregon Department of Transportation and Jackson County will be invited to comment.

At the conclusion of the pre-application conference, you will receive a list of comments on what you will need to submit for your planning action. In some cases, the Project Planner may recommend waiving the pre-application meeting if the pre-application comments are self-evident and there are no critical issues.

Once the pre-application comments are issued, you have six months to submit for your planning action. If more than six months elapse from the time of the conference to your planning application, a second conference may be required due to potential code changes.

DESCRIPTION OF PROJECT

Project Description _____

APPLICANT

Name _____ Phone _____ E-Mail _____

Address _____ City _____ Zip _____

PROPERTY OWNER

Name _____ Day Time Phone _____

Address _____ City _____ Zip _____

DESCRIPTION OF PROPERTY

Street Address _____ Assessor's Map No. 39 1E _____ Tax Lot(s) _____

SUBMITTAL REQUIREMENTS

To request a pre-application conference, **submit this form with two sets of scalable plans, one large format 24"x36" and one no larger than 11"x17"**. Include the following information **plus** your submittal fee of **\$139.00** (check, Visa, MasterCard or cash accepted):

1. **Completed Application.**
2. **Narrative** – Provide a written description of proposal and request. (If in Historic District, provide pictures of existing structures, elevations of proposed structures and details of planned exterior design features and materials)
3. **Site Plan** – The site plan should contain all applicable elements in the Site Plan Checklist (see reverse) plus any other information pertinent to this proposal. The site plan will be checked to insure all applicable information is included at the time the pre-application date is set.
4. **Additional information** - Provide in the narrative or with the site plan:
 - 1) Number of acres in development
 - 2) Total gross square footage of all structures
 - 3) Number of stories on each structure
 - 4) Indicate number of and square footage of:
 - a) Dwelling Units (include the units by the number of bedrooms in each unit – e.g. 10 1-bedroom, 25 2-bedroom, etc)
 - b) Office Spaces
 - c) Retail Units
 - d) Other Spaces
 - 5) Percentage of lot coverage by:

a) Structures	e) Landscaping
b) Streets & Roads	f) Number of parking spaces
c) Parking Areas/Driveways	g) Total square footage of landscaped areas.
d) Recreation Areas	h) Other pertinent information of the proposed development
5. **LEED® Certification** – Indicate whether project will be pursuing LEED® certification.
6. **Submittal Fee**

PRE-APPLICATION SITE PLAN CHECKLIST

		YES	NO	N/A
1.	Project Name			
2.	Owner Name			
3.	Site Address and Map & Taxlot Number			
4.	Vicinity Map - with street names and locations of all existing and proposed streets within or on the boundary of the proposed development			
5.	Scale & North Arrow			
6.	Lot Layout with approximate dimensions for all lot lines			
7.	Zoning Designations in proposed development and surrounding properties			
8.	Location & Use of all proposed and existing building, fences and structures			
9.	Indicate which buildings are to remain and which are to be removed			
10.	Location of all landscaped areas. Indicate existing trees, size, species, and approximate drip line (outer branch location). Identify trees to be removed.			
11.	Location and size of all public utilities in and adjacent to the proposed development including water line and meter size, sewer lines, storm drain lines, nearest fire hydrant.			
12.	Locations of drainage ways or public utility easements in and adjacent to proposed development.			
13.	Location, size and use of all contemplated and existing public areas			
14.	Approximate topography (slope) of the site			
15.	Location of all parking areas and individual and handicap parking spaces, ingress and egress on the site and on-site circulation			
16.	Use designation for the areas not covered by buildings (e.g. loading, storage, vacant, open space, etc.)			
17.	Elevations of the building(s)			
18.	Construction materials – wood frame, masonry, etc. (If project is in a Historic District provide pictures of existing structures and indicate proposed exterior materials for siding, windows, trim and roofing)			

PRE-APPLICATION BUILDING INFORMATION

Please attempt to indicate the following (Note: if information is not known please leave blank)

1.	Current Building Occupancy Type (select one):
	a) Assembly = More than 50 occupants (e.g., Theaters, Restaurants, Nightclubs, Taverns and Bars, Community Halls, Art Galleries, Places of Worship, Arenas, Bleacher's, etc.)
	b) Business = Less than 50 occupants (e.g., Professional Service Office, Barber and Beauty Salons, Training and Skill Development not within a school or academic program, Bank, Print Shop, etc.)
	c) Educational (e.g., Schools K-12th Grade, Religious Educational Rooms and Auditoriums, Day Care Facilities)
	d) Factory (e.g., F- Occupancy's include, among others, the use of a building or structure or portion thereof, for assembling, disassembling, fabricating, finishing, manufacturing, packaging, repair or processing operations that are not classified as Group H-Hazardous or Group S-Storage Occupancy's)

	e) High Hazard (e.g., H-Occupancy's includes, among others, the use of a structure, or a portion thereof, that involves the manufacturing, processing, generation or storage of materials that constitute a physical or health hazard in quantities allowed in control areas complying with section 414 of the Oregon Structural Specialty Code.)	
	f) Institutional (e.g., I-Occupancy's includes, among others, the use of a building or structure or a portion thereof for more than 16 persons, excluding staff, who reside on a 24 hr. basis in a supervised environment and receive custodial care. Detoxification Facilities, Hospitals, Medical Care, Nursing Homes, Congregate Living Facilities, Social Rehabilitation Facilities, Assisted Living Facilities, Alcohol and Drug Centers, Correction Centers, Jails, Reformatories, Adult and Child Day Care Facilities.)	
	g) Mercantile (e.g., Department Stores, Drug Stores, Markets, Motor Fuel-Dispensing Facilities, Retail or Wholesale Stores, Sales Rooms.)	
	h) Residential (e.g., Single Family Residence, Hotels, Motels, Apartment Houses, Vacation Time Shares, Congregate Living Facilities (more than 16 occupants), Assisted Living Facilities (with or without a Memory Care Endorsement), Residential Treatment Facilities etc.)	
2.	Is a Change of Occupancy being requested? If yes, please indicate the proposed Occupancy Type: (Sample Occupancy Types given above)	
	a) Assembly	e) High Hazard
	b) Business	f) Institutional
	c) Educational	g) Mercantile
	d) Factory	h) Residential
3.	If Residential please indicate which type (select one):	
	a) R-1 Occupancy (e.g., Hotels (transient), Motels (transient), Boarding Houses (transient) with more than 10 occupants)	
	b) R-2 Occupancy (e.g., Apartment Houses, Congregate Living Facilities (nontransient) with more than 16 occupants, Dormitories, Hotels (nontransient), Motels (nontransient), Vacation Time Share Properties, Boarding Houses (nontransient) with more than 16 occupants etc.)	
	c) R-3 Occupancy (e.g., Detached One and Two Family Dwellings and Townhouses, Adult Care Facilities (six or fewer persons of any age less than 24 hrs.), Adult Foster Homes as defined in ORS Chapter 443, or Family Child Care Homes located in a private residence as defined in the Oregon Structural Specialty Code section 310.2. Buildings that do not contain more than two dwelling units, Boarding Houses (nontransient), Child Care Facilities that provide accommodations for six or fewer persons of any age for less than 24 hrs., Congregate Living Facilities (nontransient) with 16 or fewer occupants, Lodging Houses etc.)	
	d) R-4 Occupancy (e.g., This occupancy shall include buildings, structures or portions thereof for more than five but not more than 16 persons, excluding staff, who reside on a 24-hr. basis in a supervised residential environment and receive custodial care, Congregate Living Facilities, Halfway Houses, Social Rehabilitation Facilities, Alcohol and Drug Centers Assisted Living Facilities (with or without a Memory Care Endorsement), Residential Care Facilities (with or without a Memory Care Endorsement), Residential Treatment Facilities, Group Homes and Facilities etc.)	

4.	Type of Building Construction: (e.g., Types I and II construction are those types of construction in which the building elements listed in Table 601 of the Oregon Structural Specialty Code are of noncombustible materials. Type III construction is that type of construction in which the exterior walls are of noncombustible materials and the interior building elements are of any material permitted by the Oregon Structural Specialty Code. Type IV Construction (Heavy Timber) is that type of Construction in which the exterior walls are of noncombustible materials and the interior building elements are of solid or laminated wood without concealed spaces. Type V Construction is that type of construction in which the structural elements, exterior walls and interior walls are of any materials permitted by the Oregon Structural Specialty Code.)	
	a) Type I	d) Type IV
	b) Type II	e) Type V
	c) Type III	
5.	Is the building equipped or proposed to be equipped with a Fire Protection System (e.g., Fire Sprinklers or Fire Alarms)	
	a) Yes	b) No

Any questions regarding the pre-application conference or the formal land use application submittal can be directed to the Ashland Planning Division at (541) 488-5305. The City of Ashland Land Use Code can be found online at www.ashland.or.us/code.asp by clicking on Chapter 18 and selecting the desired section.