

# 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 each Tuesday at 10 am. Applicant must submit their application and conceptual map by the preceding Friday at 4:30 pm in order to be scheduled for a Tuesday 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.