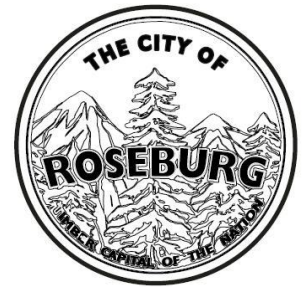


**PRE-APPLICATION CONFERENCE FOR
SITE PLAN REVIEW**
COMMUNITY DEVELOPMENT
900 SE DOUGLAS AVENUE, THIRD FLOOR
ROSEBURG OR 97470
cdd@cityofroseburg.org
541-492-6750



The Pre-Application Conference is an opportunity to provide the applicant with informal review and feedback of conceptual plans for a proposed development. The process is a way to help avoid unanticipated costs or delays during the formal application process. City departments meet with the applicant and provide insight as to whether the development concept meets the City's policies and regulations. Staff will identify problems or constraints the development proposal may encounter, as well as potential conditions of approval that may apply. Staff may offer suggestions on ways to make the proposal more acceptable. This process is not to be considered the final or complete list of ultimate conditions that may be imposed once a formal filing has been submitted.

Departments involved in the Pre-Application Conference process include Community Development for zoning regulations, development requirements, and permit process; Public Works for storm water, water, and infrastructure; Douglas County Building for building construction; Fire Department for fire and emergency standards; and Roseburg Urban Sanitation Authority for sanitary sewer. Comments may also be requested from ODOT and other identified agencies.

APPLICATION

Job Address: _____

Applicant Name: _____

Address: _____

Phone Number/Contact Number: _____

E-mail: _____

Property Owner Name: _____

Address: _____

Phone Number: _____

Provide a brief description of project: _____

Square Footage: _____

SITE PLAN SUBMITTAL REQUIREMENTS

ONE PAPER COPY IF 11" X 17" OR SMALLER. IF LARGER, AN ELECTRONIC SUBMITTAL IS REQUIRED

- Name and address of applicant
- North arrow and scale of drawing
- Adjacent existing and proposed streets, their name, existing curbs, sidewalks and driveways
- Points of access (vehicular and pedestrian from each street)
- All property lines, their dimensions and total lot area
- All existing and proposed structure(s), their dimensions, areas, and setback from property line including covered and/or uncovered porches and decks
- All existing and proposed paved or impervious surfaces, including walkways, driveways, etc.
- All existing and proposed parking spaces, accessible parking, loading spaces, and bicycle parking, and their dimensions
- Direction of surface drainage, locations of storm drains, any private collection systems and end treatment, sanitary sewer, and water service connection
- All existing and proposed landscaped areas
- All existing and proposed pad, ground or wall mounted equipment, utility vaults, transformers, of existing and/or new nearest fire hydrant(s) indicating distance from property line

Upon submittal of the site plan, a date and time for the Pre-Application Conference will be scheduled; pre-apps are on Wednesday afternoons at least TWO weeks after the site plan has been submitted to give the reviewers time to comment.