FOR OFFICE USE ONLY

#P-A- _____

Date Received _____

City of Prineville
Pre-Application

Most Pre-Development review responses take about two weeks. Monday at 5:00 p.m. is the cut-off for City staff to take in any pre-development requests for the **following** week's Thursday meetings at 8:30 am in City Hall council chambers. For your convenience, a City staff member will notify you when all agencies have returned responses to our office. All responses are based upon information you provide.

Applicant Name: _____ Mailing Address: _____ City: _____
Zip: _____ Phone No : (___)_____ Fax No: (___)_____ Property Owner? Yes / No

Describe Project _____
_____
_____
_____

Property Address: _____ Tax Lot: _____ Township: _____ Range: _____
Section: _____ Lot no(s): _____ Zone: _____
Present Use: ☐ Commercial ☐ Industrial ☐ Residential ☐ Vacant ☐ Other (Describe)

<u>The following information must be provided with this form for the City to review your request: Complete applications must be filled out or the application will be denied for inadequate information.</u>

☐ Vicinity <u>Map</u>: Tax lot map is acceptable; two streets and north arrow must be provided.
☐ Site <u>Plan</u>: Six folded sets, drawn to scale, show the following:

- ☐ All existing and proposed access, buildings, parking landscaping and utilities (power poles, sewer, water, fire hydrants, ect.)
- ☐ <u>Lot Lines</u>: Showing existing lot boundaries, and proposed lot lines for land divisions. Must include lot sizes, both existing and proposed for land divisions. Also include existing curbs and sidewalks.
- ☐ <u>Building</u>: Include building dimensions, coverage and building materials to be used.

☐ Please list any specific questions that you would like answered at the pre-app meeting:

1. _____
2. _____
3. _____
4. _____

☐ Additional information may be required by the Planning division depending on the information provided and the specific request, in order to provide written responses to the request. A City staff member will contact you within 24 hours to alert you to any additional information that may be needed.

If you wish, you can schedule a meeting with a Planning Division staff member to discuss specific predevelopment application requirements. Call (541) 447-8326 to set up a meeting. Please note that all predevelopment review responses are preliminary and non-binding. The actual review process is more comprehensive and could be subject to change based on current Code standards and the actual application(s) submitted.