



# City of Durham

17160 SW Upper Boones Ferry Rd.  
Durham, Oregon 97224

## PRE-APPLICATION CONFERENCE REQUEST

website: [www.durham-oregon.us](http://www.durham-oregon.us)  
e-mail: [cityofdurham@comcast.net](mailto:cityofdurham@comcast.net)  
phone: 503.639.6851

A land use application that is subject to a Type 2 or Type 3 review process requires a pre-application conference with the City Planner to discuss the City's requirements. A pre-application conference shall consider:

- The relevant Comprehensive Land Use Plan policies and map designations;
- The relevant provisions of the Development Code and other federal, state and local laws;
- Technical data that should be included or addressed in an application and the possible sources of such data;
- Land Use Decision process and timeline;
- Any other opportunities or constraints that may be relevant.

To facilitate the pre-application meeting, a narrative statement, site map, and supporting materials describing the proposed land use should be provided one week prior to the meeting.

The fee is \$500 for the first hour, plus the City's actual cost. The fee is due when the applicant transmits this form to the City.

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TAX MAP / LOT NUMBER(S): \_\_\_\_\_

ADDRESS OF DEVELOPMENT: \_\_\_\_\_

TYPE OF LAND USE CONSIDERATION: \_\_\_\_\_

PLEASE ATTACH A NARRATIVE STATEMENT DESCRIBING THE PROPOSED LAND USE: \_\_\_\_\_

PLEASE ATTACH THE SERVICE PROVIDER LETTER FROM CLEAN WATER SERVICES. PLEASE DESCRIBE ANY CONSTRAINTS IDENTIFIED BY CLEAN WATER SERVICES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### For City Use Only

Date Received: \_\_\_\_\_ By: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Payment Received: \_\_\_\_\_ Receipt: \_\_\_\_\_