City of Springfield
Development & Public Works
225 Fifth Street
Springfield, OR 97477

Pre-Application Report

Required Project Information		**(Applicant: complete this section)**
Prospective Applicant Name:		**Phone:**
Company:		**Fax:**
Address:		
Prospective Applicant's Rep.:		**Phone:**
Company:		**Fax:**
Address:		
Property Owner:		**Phone:**
Company:		**Fax:**
Address:		
ASSESSOR'S MAP NO:	**TAX LOT NO(S):**	
Property Address:		
Size of Property:	**Acres** ☐	**Square Feet** ☐
Description of Proposal:	If you are filling in this form by hand, please attach your proposal description to this application.	
Existing Use:		
# of Lots/Parcels:	**Avg. Lot/Parcel Size:** sf	**Density:** du/acre
Prospective Applicant:	Signature Print	**Date:**

Required Project Information		**(City Intake Staff: complete this section)**
Case No.:	**Date:**	**Reviewed by:**
Application Fee: $	**Technical Fee: $0**	**Postage Fee: $0**
TOTAL FEES: $	**PROJECT NUMBER:**	

Pre-Application Report Process

The purpose of a Pre-Application Report is to provide an informal yet thorough review of a particular proposal by the Development Review Committee (DRC). A Pre-Application Report is recommended for large or complex proposals to avoid unanticipated costs or delay during the formal application process.

A staff planner shepherds the application through the City's land use application review process and prepares a written report identifying policies and regulations that create opportunities or pose constraints for the proposed development. The planner meets with the prospective applicant to discuss the proposal in detail and present the Pre-Application Report.

A Pre-Application Report provides information to a prospective applicant related to the current development standards of the City. The Pre-Application Report is not a land use decision and does not confer any development rights, establish any conditions, or bind the applicant or the City to any course of action. The report conveys the status of known development opportunities and constraints. The status may, however, change over time as development conditions or standards change.

1. Applicant Submits a Pre-Application Report Application

- The application must conform to the *Pre-Application Report Submittal Requirements Checklist* on page 3 of this application packet.
- The applicant's proposal is circulated to the relevant staff in preparation for a Pre-Application Report meeting.
- To allow for adequate review by affected public agencies, the processing time for a Pre-Application Report is approximately four to six weeks.

2. Applicant and the City Conduct a Pre-Application Report Meeting

- The applicant and any design team should attend the meeting.
- The meeting is scheduled for one to two hours.
- Staff attending the meeting will be prepared to discuss the issues raised in the submittal by the applicant. Other issues raised during the meeting may also be discussed.
- The meeting is informal and the City will not issue a decision at this time.

Pre-Application Report Submittal Requirements Checklist

☐ **Application Fee** – refer to the *Development Code Fee Schedule* for the appropriate fee calculation formula. A copy of the fee schedule is available at the Development & Public Works Department. The applicable application, technology, and postage fees are collected at the time of complete application submittal.

☐ **Pre-Application Report Application Form**

☐ **Narrative** explaining the proposal.

☐ **Questions –** list specific questions the applicant would like staff to answer during the meeting. There is no limit on the number of questions.

☐ **Three (3) Copies of the Proposed Plan** – the minimum requirements necessary for staff to thoroughly review the proposal are listed below. Applicants are encouraged to include additional information on the plan as listed in the Springfield Development Code (SDC) 5.12-120, *Land Divisions – Partitions & Subdivisions – Tentative Plan Submittal Requirements* or 5.17-120, *Site Plan Review Submittal Requirements*. Applicants should be aware that the level of information that City staff is able to provide is commensurate with the level of detail provided by the applicant.

- ☐ Drawn in ink on quality paper no smaller than 11″ x 17″
- ☐ Scale appropriate to the area involved and sufficient to show detail of the plan and related data, such as 1″ = 30′, 1″ = 50′ or 1″ = 100′
- ☐ North arrow
- ☐ Date of preparation
- ☐ Dimensions (in feet) and size (either square feet or acres) of the development area
- ☐ Location and size of existing and proposed utilities, including connection points
- ☐ On-site drainage collection system and flow patterns, the size and location of drain lines and catch basins, dry wells, and natural drainageways to be retained
- ☐ Area and dimensions of all property to be conveyed, dedicated, or reserved for common open spaces

Reports Related to Land Divisions

- ☐ Approximate location, number and dimensions of proposed lots
- ☐ How streets in the proposal area connect with existing streets

Reports Related to Site Plan Review

- ☐ Proposed and existing buildings: location, dimensions, size (gross floor area), setbacks from property lines, distance between buildings, and height
- ☐ Area and percentage of the site proposed for buildings, structures, driveways, sidewalks, patios and other impervious surfaces
- ☐ Parking and circulation plan