



COMMUNITY DEVELOPMENT DEPARTMENT

333 Broadalbin Street SW, P.O. Box 490
Albany, OR 97321

Ph: (541) 917-7550 Fax: (541) 917-7598
www.cityofalbany.net

PREAPPLICATION MEETING

A pre-application meeting with City staff helps you submit a complete application. The free meeting is an opportunity to discuss the review process, learn about applicable regulations and standards, and ask City staff questions about your project. A pre-application meeting is required before you submit your application, unless the Director agrees a meeting is not needed.

How do I schedule a meeting? Either call the Planning Division at (917-7550), or come to the Planning Division counter at City Hall. Meetings are scheduled for Wednesday afternoons, in one-hour time slots. Plan ahead, because depending upon the time of year, we might not be able to schedule your meeting until three to six weeks from the date you contact us.

What information do I submit before the meeting? **At least two weeks before the meeting**, bring in to Planning **NINE (9) copies** of each of the following:

- **Project Description.** In a few sentences or a paragraph, describe in simple terms what you want to do with the property. Include any specific questions you hope to have answered at the meeting.
- **A Map.** Use a piece of paper large enough to include all of the property to be reviewed. If possible, the map should be drawn to a defined scale (usually 1 inch = 20 or 30 feet). If not to scale, indicate the measurement of all the shown lines and distances between buildings and property lines.

Include on the Map:

- A directional arrow indicating North.
- All property lines and the dimensions of each length of each property line.
- All existing and proposed driveway locations. Label and indicate whether they are gravel or paved.
- Location of all existing and proposed structures on the site, and the distances between the buildings and property lines. Please indicate *existing* with a solid line and *proposed* with a dashed line.
- Use and square footage of all buildings, if known. If multi-family, what is the unit and bedroom composition? (Example: Building contains four dwelling units; two units are 2-bedroom and two units are 1-bedroom.)
- Location of all doors on existing structures—both for people and for vehicles.
- All abutting streets and alleys (labeled).
- Parking lots, including location and size of stalls, aisle ways, disabled spaces, and walkways to buildings.
- Location, size, and species of any trees over 8 inches in diameter measured 54 inches from the ground.

PLEASE SEE OTHER SIDE...

Optional items to put on the Map. Although *optional* because it takes a little more work to provide this information this early in the process, the location of these items could affect the ultimate design of your project. It is in your best interest to know the opportunities and limitations of your site from the beginning.

- Location of any private wells, septic tanks and drain fields.
- Location of any existing public or private recorded easements. Indicate what kind of easements they are (sewer, water, access, etc.) and to whom they are granted.
- Location of private service laterals (both sewer and water) that will remain on the site. Label.
- Location of driveways on abutting properties.
- Size and composition of public sidewalks and planter strips adjacent to the property.

Are there any private Covenants and Restrictions on the property? While the City does not recognize them, they can pose some difficulties for applicants later in the development process.

INDUSTRIAL USES: Systems Development Charges (SDC's) for non-domestic discharges can be substantial. Please provide the following information, if possible, so that we may attempt to provide you with an estimate of these fees before you file a formal application:

1. Existing and planned water usage (fire, domestic and process).
2. Existing and planned sewage output (flow, biological oxygen demand and total suspended solids).

Systems Development Charges are payable at the time of building permit issuance.