



COMMUNITY DEVELOPMENT

333 Broadalbin Street SW, PO Box 490, Albany, Oregon 97321-0144 | BUILDING & PLANNING 541-917-7550

Pre-Application

Meeting Information and Submittal Requirements

PURPOSE OF THE CONFERENCE. Pre-application conferences are intended to familiarize applicants with the requirements of the Albany Development Code (ADC); to provide applicants with an opportunity to discuss proposed projects in detail with City staff; and to identify approval criteria, standards, and procedures prior to filing a land use application. The pre-application conference is intended to be a tool to assist applicants in navigating the land use process but is not intended to be an exhaustive review that identifies or resolves all potential issues and does not bind or preclude the City from enforcing any applicable regulations or from applying regulations in a manner differently than may have been indicated at the time of the pre-application conference. This **FREE** conference is not a land use decision on the project.

IS A PRE-APP CONFERENCE REQUIRED? A pre-application conference is required before a land use application is submitted, unless the Community Development Director agrees a conference is not needed (ADC 1.130(2)).

HOW DO I SCHEDULE A CONFERENCE? All applicants must submit information at least two weeks before the conference. **Conferences cannot be scheduled prior to submittal of required materials.** Come to the Planning Division counter at City Hall, or call the Planning Division at 541-917-7550, to start the process. Alternatively, email your materials as specified below and include your request to schedule a pre-application meeting and a planner will contact you to schedule the meeting.

All applicants must submit:

- **One electronic copy** of all site plans and drawings, photos, and review criteria responses, emailed to cd.customerservice@cityofalbany.net. The electronic copy must be to scale as specified in the site plan section of this checklist. If you need assistance with scanning, please let us know. Staff may require **printed copies** of documents depending on the complexity of the project.

When are conferences held? Most Wednesday afternoons from 1:00 p.m. to 4:00 p.m. in one-hour time slots.

Where are conferences held? Conferences are all virtual unless an in-person option is requested. In person conferences are held in Albany City Hall, 333 Broadalbin Street SW. The planner assigned to your conference will provide you with meeting login information and/or location.

What do I need to include in my submission?

1. Basic Written Information

- a. Name, mailing address, and daytime phone number of both the person who scheduled the conference and the property owner, if not the same.
- b. Describe in simple terms, but with enough detail so that staff can understand the scope of the potential project, what you want to do with the subject property. Include any specific questions you hope to have answered at the meeting.

- 2. Site Plan/Map.** Include all property to be reviewed. If possible, the map should be drawn to a defined scale (usually 1 inch = 20 or 30 feet) so it is measurable. If not to scale, provide measurements of all the shown lines and distances between buildings and property lines. The more information provided; the better staff can make the conference meaningful.

Optional additional items to put on the Site Plan/Map. The following information is required, if applicable. If applicable information is not included, staff will not be able to adequately evaluate the proposed development.

- Address of the subject property. If vacant, identify by Tax Assessor's Map and Tax Lot(s).
- A directional arrow indicating north.
- Scale of the map/plan.
- All abutting streets and alleys; include street names.
- All property lines of the subject site and the length of each line.
- All existing *and proposed* driveway locations. Label whether they are gravel or paved.
- Label and show the location of all existing *and proposed* structures on the site, the distances between the buildings and property lines (i.e., setbacks).
- Label and show the existing *and proposed* use(s) and square footage of all buildings, if known. Multi-family development should include the number of units and bedroom composition. (Example: Building A: four units; 2 two-bedroom and 2 one-bedroom.)
- Label and show the location of all entries on buildings - both for people and for vehicles.
- Existing and proposed parking area(s). Include dimensions of stalls, aisles, and walkways.
- Location, size, and species of existing trees with trunks over 8 inches in diameter measured 54 inches from the ground. Indicate which trees, if any, will need to be removed.
- Location of any private wells, septic tanks, and drain fields.
- Location of any existing public or private recorded easements. Indicate the kind of easement (sewer, water, access, etc.) and to whom it is granted.
- Location of private service laterals (both sewer and water) that will remain on the site.
- Location of driveways on abutting properties.
- Size and composition of public sidewalks and planter strips adjacent to the property.
- Elevations of any proposed buildings. Include heights, types, and colors of materials.

System Development Charges (SDC's) are generally payable at the time of building permit issuance. SDC's for non-domestic (commercial and industrial) discharges can be substantial.

Please provide the following information, if possible, so that we may attempt to provide an estimate of these fees before you move forward with preparing a formal land use application:

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

Note: Some properties may have covenants or restrictions, which are private contracts between neighboring landowners. These frequently relate to density, minimum setbacks, or size and heights of structures. While these covenants and restrictions do not constitute a criterion for a City land use decision, they may raise a significant issue with regard to the City's land use criteria. It is the responsibility of the applicant to investigate private covenants or restrictions.