



## COMMUNITY DEVELOPMENT DEPARTMENT

Planning Division  
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# Pre-Application

## Meeting Information and Submittal Requirements

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**PURPOSE OF THE MEETING.** A pre-application meeting is required before a land use application is submitted, unless the Director agrees a meeting is not needed (ADC 1.202). This **no-cost** meeting is not a land use decision on the project. It is intended to help you later submit a complete land use application. While not binding on the City, based on the information provided, staff will discuss apparent applicable procedures, regulations and standards of the Development Code, and opportunities and/or constraints of the proposed development.

**HOW DO I SCHEDULE A MEETING?** All applicants must submit information at least two weeks before meeting. **Meetings 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.

**All applicants must submit:**

- **One electronic copy** of all site plans and drawings, photos, and review criteria responses, emailed to [planninglist@cityofalbany.net](mailto:planninglist@cityofalbany.net) or submitted on disk. 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 meetings held?** Most Wednesday afternoons from 1:00 p.m. to 4:00 p.m. in one-hour time slots.

**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 meeting 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 you provide, the better staff can make the meeting meaningful.

The following minimum information should be shown on the Site Plan/Map:

- 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 walk ways.
- 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.

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

- 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 you with 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).

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**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.