



CITY OF STAYTON

REQUEST FOR A PRE-APPLICATION MEETING

APPLICANT: _____

Address: _____

City/State/Zip: _____

Phone: (____) _____ - _____ Email: _____

PROPERTY OWNER: _____

CONSULTANTS: Please list below planning and engineering consultants.

PLANNING

Name: _____

Address: _____

City/State/Zip: _____

Phone: (____) _____ - _____

Email: _____

ENGINEERING

Name: _____

Address: _____

City/State/Zip: _____

Phone: (____) _____ - _____

Email: _____

LOCATION: Identify the location of the property (street address or, if not addressed, the Marion County Assessor's tax lot number, and the closest intersecting streets):

Street Address: _____

Assessor's Tax Lot Number: _____

Closest Intersecting Streets: _____

EXISTING ZONE: _____

EXISTING COMPREHENSIVE PLAN DESIGNATION: _____

NAME OF PROPOSED DEVELOPMENT: _____

TYPE OF APPLICATION ENVISIONED: ANNEXATION CONDITIONAL USE PARTITION
 SITE PLAN REVIEW SUBDIVISION MASTER PLANNED DEVELOPMENT

The applicant should provide a map(s) that allow staff to understand the general aspects of the proposed development. Maps do not need to be professionally prepared, but it is recommended they be drawn to scale. Maps should show:

- 1) The approximate topography
- 2) Approximate location of any existing buildings or proposed buildings.
- 3) The approximate location of all proposed driveways, sidewalks and parking facilities.
- 4) The approximate location of all proposed landscaping.
- 5) Approximate location of any proposed land divisions.

Please provide a brief narrative statement detailing the proposed uses for the site.

Pre-application meetings are held on Thursday afternoons. Once the City Planner has determined adequate information has been submitted and the \$500 pre-application fee has been paid, a pre-application meeting will be scheduled within 2-3 weeks.