



# CITY OF MANZANITA

P.O. Box 129, Manzanita, OR 97130-0129  
Phone (503) 368-5343 | Fax (503) 368-4145 | TTY Dial 711  
ci.manzanita.or.us

## PRE-APPLICATION REQUEST

File #: \_\_\_\_\_

Meeting Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_ Location: Zoom Today's Date: \_\_\_/\_\_\_/\_\_\_

**Applicants and representatives are expected to present a detailed explanation of their proposal at the conference.**

The purpose of the pre-application conference is to acquaint the applicant or applicant's representative with the requirements of the zoning code in preparation for submission of a land use application, including relevant approval criteria, development standards, and procedures. The pre-application conference is not an exhaustive review of all potential issues or requirements. Furthermore, the information provided by the City is not binding, and it does not preclude the City from raising new issues or identifying additional requirements during the land use review process.

Although the primary purpose is as stated above, pre-application conferences may also be used as part of a due diligence process to obtain a higher degree of certainty about a property development. An applicant is not required to be the property owner to request a pre-application conference.

### SITE INFORMATION:

Site Address:				
Map & Tax Lot(s):	Urban Growth:	Yes	No	Zone:
<b>PROPOSAL</b> (brief description):				

### APPLICANT:

Project Contact Name:	Company:
Mailing Address:	Zip:
Phone(s):	Email:
Provide name and email for additional attendees:	

### REQUESTED MEETING TYPE:

#### **Pre-application Meeting—\$250 + 5% Tech Fee.**

- Optional meeting with Development Services.
- Staff will coordinate meeting date and time once Submittal Information (listed on reverse) is received.

#### **Pre-application Conference—\$500 + 5% Tech Fee**

- City staff from the Planning, Building, and Public Works departments usually attend. Other public agencies (such as the Fire District & Nehalem Bay Wastewater) may attend as necessary.
- Appointment times are Tuesdays from 10:00 a.m.–11:00 a.m. via zoom and are scheduled on a first come first served basis.

## PRE-APPLICATION REQUEST CHECKLIST:

**Pre-Application Meeting:** Please submit electronic copies of the required information to [building@ci.manzanita.or.us](mailto:building@ci.manzanita.or.us).

Minimum Requirements:

1. Completed Request Form (An invoice with payment instructions will be emailed once all required documents have been received)
2. Preliminary site plan and building plans, showing existing and proposed features. (Plans do not need to be professionally prepared, just accurate and reliable.)
3. A detailed narrative description of the proposal that clearly identifies the location, existing and proposed uses, and any proposed construction
4. A list of all questions or issues the applicant would like the City to address.

**Pre-Application Conference:** Please submit electronic copies of the required information. Email all required documents to [planning@ci.manzanita.or.us](mailto:planning@ci.manzanita.or.us). Payments may be mailed to P.O. Box 129, Manzanita, Or 97130-0129. Contact Development Services at 503-368-5343 x5 for other payment options.

Minimum Requirements

1. Completed Request Form (An invoice with payment instructions will be emailed once all required documents have been received)
2. Narrative: A detailed description of your proposal and any specific questions you have. Include a brief description of the physical context of the site, including a map showing the site and surrounding properties.
3. A list of all questions or issues the applicant would like the City to address.
4. Proposed elevations
5. Slope map (if slope is 25% or more)
6. Significant tree locations (all trees with a caliper over 6 inches)
7. Proposed stormwater retention system with topographic contours
8. Site/Plot Plan that includes (if applicable)
  - Parcel and building setback dimensions
  - Existing and proposed structures
  - Location and dimension of existing and proposed easements, access, and driveways
  - Location of existing and proposed utilities: storm, sanitary sewers, and water
  - Existing streets abutting the property
  - Vehicle parking layout (including calculation of required number of spaces)

**OTHER REQUIREMENTS MAY APPLY**