



Planning Department
525 North 1st Street / Lakeview, OR 97630
(541) 947-4957

PRE-APPLICATION CONFERENCE REQUEST

PROPERTY INFORMATION

Address: _____
Assessor Map & Tax Lot: _____
Assessor Map & Tax Lot: _____
Comp. Plan Designation: _____ Zoning: _____
Acres: _____

PROPERTY OWNER INFORMATION

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____

FILER INFORMATION

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____

DEVELOPMENT TYPE / INTENDED USE

- | | |
|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Commercial |
| <input type="checkbox"/> Mixed-Use | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Civic | <input type="checkbox"/> Other: _____ |

PROJECT DESCRIPTION

CERTIFICATION: I hereby certify that the property owner consents to this pre-application filing.

I certify that I am the: Property Owner or Authorized Filer

Signature: _____ Date: _____

FOR PLANNING DEPARTMENT USE ONLY	
Submittal Date: _____	Planning File No. _____



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Pre-Application Conference Information

A pre-application conference provides potential applicants with information prior to formal project submittal. The Pre-Application Conference involves representatives from the Planning Department and, depending upon the proposal, may also involve other Town Departments and outside agencies. Due to the preliminary nature of the project, the information provided is general in nature and subject to change based on changes to the project, new information, changes in Town or other Agency requirements, etc. A pre-application conference and any resulting materials provided by the Town are informational only. No final decisions or conditions of approval will be provided as part of a pre-application conference.

The meeting will be scheduled upon receiving a completed request form, the application fee, and any supporting information about the preliminary development project.

Submittal Guidance

- Completed and signed Pre-Application Conference Request Form
- Application Fee (see current schedule)
- Written summary of the proposed project. Include any important development objectives, target timelines, anticipated challenges, concerns, and questions in this narrative. This will allow the Town and Agency staff to respond with relevant information tailored to your needs at this stage in the preliminary development process.
- Preliminary Plans (e.g., site plan, building elevation concepts, etc.). Maximum size 11" x 17"
- Preliminary Maps depicting zoning, Comprehensive Plan designation, and any proposed map changes