



Community Development Department

315 Kennel Ave/PO Box 248

Molalla, OR 97038

Phone 503.759.0205

www.cityofmolalla.com

PRE-APPLICATION MEETING APPLICATION

Pre-Application Meetings are required for all Type II or Type III processes, they are optional for all others. This process offers a staff review of proposals under Division 2 (Zoning Regulations), Division 3 (Community Design Standards), the Fire Code, and coordination with other interested agencies (e.g. ODOT, Clackamas County, etc.) and prescribe a process for completing the project. The quality of the application you provide will dictate the quality of the information provided at the pre-application conference.

Pre-Application Meetings are scheduled at least 30 days after all information and payments are received. See the Molalla Municipal fee schedule on the home page of the city's website (www.cityofmolalla.com) under "Master Fee Schedule" for current pricing. Some applications cannot be preliminarily determined to be Type II or Type III, for those you will be required to pay the Type II fee upon submittal; if it is determined that your process will be Type III, you will be charged the difference.

Application Submissions Must Include:

- One (1) Hard Copy of this Form
- One (1) Hard Copy Set of Site Plans
- One (1) Hard Copy Set of Elevation Profiles
- One (1) Electronic submittal of items above
- Application Fee – See City fee schedule

For questions:

Please Consult the City's Development Code

<http://qcode.us/codes/molalla/>

Questions may be directed to the Planning Dept.

Phone: (503) 759-0205

Email: communityplanner@cityofmolalla.com

In person at 315 Kennel Ave, Molalla, OR 97038

Pre-Application Types Generally:

Type III Pre-Application Triggers:

- All Subdivisions, Conditional Use Permits, Major Modifications, Zone Changes, Comprehensive Plan Amendments, Annexations, Variances, Master Planned Development Concept Plan.
- All Site Design Reviews where:
 - The proposed use's estimated vehicle trip generation exceeds 100 average daily trips, based on the latest edition of the Institute of Transportation Engineers (ITE) Manual.
 - The use exceeds 5,000 square feet of gross leasable floor area; or the project involves more than one-acre total site area.
 - The proposal involves a Conditional Use (new or expanded).
 - The proposal involves a variance under Chapter 17-4.7.
 - The proposal involves expansion of a nonconforming use.
 - The Planning Official determines that, due to the nature of the proposal, a public hearing is the most effective way to solicit public input in reviewing the application.

Applicant information

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Owner Information

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Property Information

Site address: _____

Zoning district: _____ Overlay: _____ Tax lot # _____

Tax Account Number(s): _____ T: _____ R: _____ S: _____

Property dimensions: _____ Property acreage: _____

Surrounding property uses; North: _____ South: _____

East: _____ West: _____

Topography: _____

Project Information

Description of Proposal: _____

Describe all existing buildings or structures on property: _____

Prior Use: _____

Current Use: _____

Proposed Use: _____

City Utilities Impacted: ___ Water ___ Sewer ___ Stormwater ___ None

Site Plan Components:

*(Note: Items marked with an * are required, all others are optional. However, staff review, and feedback is based on the information provided. If you choose not to provide some site plan items, staff feedback may be less accurate and/or less in-depth than a full submittal).*

- *All existing and proposed structures labeled or drawn to differentiate existing, proposed, and existing but proposed for removal.
- *Dimensions of all existing and proposed structures.
- *Indication of Front for all existing and proposed structures.
- *All property lines., with dimensions.
- *All setbacks and building separations with dimensions.
- *North Arrow
- *Driveways, including dimensions, and composition.
- *Walkways, patios, patio slabs, and mechanical units (e.g. air conditioning unit)
- *Location of existing utility connections
- *Position of all creeks, streams, ponds, springs, or other drainageways.
(Include any existing wetland delineations approved by Department of State Lands.)
- *The site plan must show abutting streets and properties with current use labeled.

- Location of any existing wells on the property.
- Location of proposed utility connections.
- Approximate ground slope and direction of the slope.
- Relative elevations (1) At lot corners or construction area, and (2) At building site.
- All existing and proposed site features must be included and labeled as such.
- Ownership documents if different than Clackamas County CMAP property information.
- All existing and proposed Easements, Covenants, Conditions, Restrictions, and Encumbrances on the property (attach)

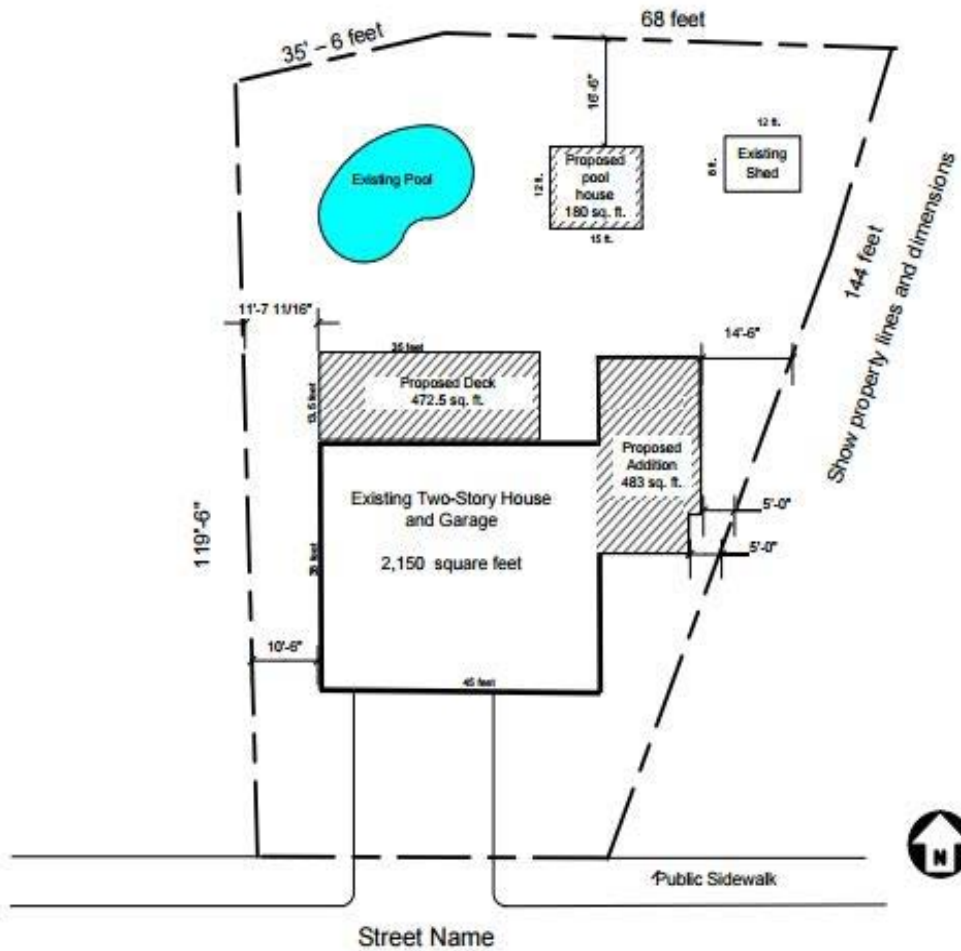
If your project is subservient to a prior project(s) please provide:

- Planning File Number(s): _____
- Subdivision name/date approved: _____
- Special Planning Permits (attach): Conditional Use ___ Variance ___ Other _____
- Planning Conditions of Approval (attach)

Applicant Signature: _____ Date: _____

Owner Signature(s): _____ Date: _____

Site Plan Example



This sample site plan does not include every element required in the Site Plan Checklist but is an example of an acceptable format to use. This may be hand drawn or computer generated.

PLOT PLAN

Notes: _____

