



**MULTNOMAH COUNTY**  
LAND USE & TRANSPORTATION PROGRAM  
1600 SE 190<sup>TH</sup> Ave, Ste 116, Portland, OR 97233  
Ph. 503.988.3043 Fax: 503.988.3389  
<http://www.multco.us/landuse>

**STAFF:**

**PF -** \_\_\_\_\_

**Received By:** \_\_\_\_\_

## PRE-FILING CONFERENCE REQUEST FORM

Property Address: \_\_\_\_\_

Alternative Account #(s) / Map, Tax Lot(s): \_\_\_\_\_

Proposal (include what permits you are requesting): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### MEETING CONTACT(S)

Name(s): \_\_\_\_\_

Phone # (days): \_\_\_\_\_ Email address: \_\_\_\_\_

### PRE-FILING CONFERENCE REQUIREMENTS:

Prior to submitting an application for development, new land use or expansion of an existing use, you are required to attend a Pre-Filing Conference. Whoever will be the applicant and contact person for the application should attend the conference. Pre-Filing Conferences are valid for six months. When scheduling the meeting you will need to provide a scaled tentative plan that shows the following:

- ☐ All property lines
- ☐ The street serving the property & the location of the existing or proposed driveway(s)
- ☐ Location and use of all existing buildings and structures on the property
- ☐ Location and use of all proposed buildings or additions
- ☐ On a separate piece of paper, please provide a clear explanation of your project.

### Your Conference is scheduled for:

**Time:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(Please provide at least 48 hours notice if you need to cancel your conference)**

### For Staff Use Only

Base Zone \_\_\_\_\_ Overlays \_\_\_\_\_ Related Cases \_\_\_\_\_

☐ Troutdale NSA? (invite to mtg)

Type II Applications: ☐ SEC ☐ HDP ☐ ADJ ☐ TP ☐ PLA ☐ HH ☐ DR ☐ E ☐ HV ☐ LE ☐

NSA ☐ LD ☐ WRG ☐ Accessory Use ☐ Admin Dec. by Planning Director

☐ Other \_\_\_\_\_

☐ Potential Transportation Impact or Permit Required ☐ Code Compliance Related

Attach: ❶ A&T Printout for each property

❷ Paper Zoning Map

❸ Black & White Air Photo with project location marked (optional)