



**Land Use Planning Division**  
 1600 SE 190th Ave.  
 Portland OR 97233  
 Phone: 503-988-3043  
 land.use.planning@multco.us  
 https://multco.us/landuse/

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

## PRE-FILING MEETING REQUEST FORM

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

**Alternate account #(R):** \_\_\_\_\_ **Map # [tax lot]:** \_\_\_\_\_

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

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

**Please note:** If you require a Road Rules Variance, please do not use this form. Contact the Right-of-Way Permits Office at (503) 988-3582 or row.permits@multco.us

**Contact Person(s):** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

### Pre-Filing Meeting 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 Meeting. The individual submitting the application and contact person for the application should attend the Meeting. Pre-Filing Meetings are valid for six months. When scheduling the meeting you will need to provide the following:

- A scaled tentative plan that shows 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

### For Staff Use Only

**Your meeting is scheduled for:**

**Time:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Received by:** \_\_\_\_\_

**(Please provide notice at least 48 hour prior to the meeting, if you need to cancel your pre-file meeting)**

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

Troutdale NSA? (invite to meeting)                       Code Compliance Related

Potential Type II Applications:     ADJ    DR    GH    HH    HO    LD    PLA    SEC    WRG

Accessory Use    NSA    Other \_\_\_\_\_

Attach:                      **1** Department of Assessment, Records, and Taxation Printout for each property

**2** Department of Assessment, Records, and Taxation Assessors Map (optional)