



Pre-Application Conference Request- *Additional Information*

General Information

To help facilitate the land use process the City of Dayton offers one (1) pre-application conference with City Staff free of charge to the applicant. In order to make best use of this time, we request that you fill out and complete a Pre-Application Conference Meeting Request Form and submit a preliminary site plan. To get the most out of this meeting, please provide as much information as possible, so City staff can provide appropriate feedback.

Suggested Submittal Plans:

A Preliminary Plat Drawing with appropriate identification stating that the drawing is a preliminary plat. Plans will be accepted full size or electronically and must be illegible, with as much of the following information as possible:

- North point and scale.
- Name and address of land owner(s), applicant(s), engineer, surveyor, planner, architect or other individuals responsible for the plan.
- Map and Tax Lot Number of all tax lots or land parcels involved with the application.
- Boundary lines and approximate area of the subject property.
- Dimensions and size in square feet or acres of all proposed parcels.
- The location of existing streets, bikeways, pedestrian facilities, public or private, easements or right-of-ways adjacent to, or within, the subject property, and existing improvements on the property.
- The location of any existing and/or proposed development.
- The location of any flood boundary.
- Date the drawing was made.
- Vicinity sketch showing location of the land parcels.
- Identification of each lot by number.
- Gross Acreage of property being sub-divided or partitioned.
- All existing and/or proposed easements clearly and correctly shown and/or a copy of the title report for each parcel or tax lot involved.
- Direction of Drainage and approximate grade of abutting streets.
- Streets proposed and their names, approximate grade, and radius of curves.
- Any other legal access to the parcel(s) other than a public street.
- Contour lines at two foot intervals if 10% slope or less, five foot intervals if exceeding 10% slope, and a statement of the source of contour information.
- All areas to be offered for public dedication, if applicable.

Additional Helpful Submittal Information:

- Proposed uses of the property, including sites, if any, for attached dwelling units, recreational facilities, parks and playgrounds or other public or semi-public uses.
- The approximate locations and dimensions of all commercial or multi-family structures proposed to be located on the site.
- Improvements to be made or installed including streets, sidewalks, bikeways, trails, lighting, tree planting, and landscaping.
- Proposals for ownership and maintenance of all open space areas, private streets, and any commonly owned facilities.

Process

City staff will review applications for pre-application meetings and deem it complete or incomplete. Incomplete applications may be returned to the applicant. Once a completed application is accepted, city staff will coordinate a meeting to be held at the City Hall Annex, 408 Ferry Street, Dayton Oregon, between the applicant and/or property owners and all appropriate city staff including, if applicable, the city manager, public works director, city engineer and city planner.



Pre Application Conference Meeting Request Form

City of Dayton

Building Department

Location or Site Address of Project: _____

First Meeting (No Charge) Subsequent Meeting (Applicant will be charged for all city staff time/costs)

Project Name: _____

Assessor's Map Number: _____ Map & Tax Lot Number: _____

Number of Parcels: _____ Total Acres: _____

Comprehensive Plan Designation: _____ Zoning Map Designation: _____

Describe Project/Request (be specific): _____

Applicant Name: _____

Address: _____ City: _____ ST: _____ Zip: _____

Applicant Phone Number: _____ Email: _____

Property Owner Name: _____

Address: _____ City: _____ ST: _____ Zip: _____

Contractor Phone: _____ Email: _____

Project Engineer Name: _____

Address: _____ City: _____ ST: _____ Zip: _____

Engineer Phone: _____ Email: _____

Signature: _____ Date: _____

Applicant Property Owner (please check applicable box)

****A Preliminary plat plan must be submitted with your completed application and, before your pre-application meeting can be scheduled.***

Dates & Times you are available for a Pre-Application Meeting: _____

**Please be aware that due to work schedules of contract city staff your first choices may not be available

For Office Use:

Date Received:	Conference Date & Time
Received By:	Required Attendees: <input type="checkbox"/> City Manager <input type="checkbox"/> Public Works Director
Date Confirmed:	<input type="checkbox"/> City Engineer <input type="checkbox"/> City Planner <input type="checkbox"/> Other: