



**CITY OF JACKSONVILLE**  
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**Office Hours:**  
 Mon - Tues - Thurs – Fri - 8:30am – 2:00pm  
**Wednesday: Closed to the public all day**

**PRE-APPLICATION CONFERENCE FORM**

Fee Amt.: **\$180.00\***

Receipt # \_\_\_\_\_

**Subject Property Address** \_\_\_\_\_

Township 37 Range 2W Section \_\_\_\_\_ Tax Lot(s) \_\_\_\_\_

(To obtain property section, taxlot, zoning and square footage): **Contact a local Title company**

Lot Square Footage \_\_\_\_\_ Zone \_\_\_\_\_ Lot Measurements \_\_\_\_\_

**Property Owner** \_\_\_\_\_ Phone: \_\_\_\_\_  
 (Print Name)

Mailing Address \_\_\_\_\_

**Applicant** (if not owner) \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Agent Name \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Describe Proposal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*If an application is submitted within 3 months of the Pre-App, \$90.00 will be credited toward the application fee.**

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

(After conclusion of conference)

**Disclaimer:** The information provided at the Pre-Application Conference is valid on the date of the conference. Any changes in the property owner(s)/applicant proposal or city/state regulations may render the information invalid.

## CHAPTER 18.02: APPLICATION PROCEDURES

### Section

18.02.010	Pre-application conference
18.02.020	Application requirements

#### § 18.02.010 PRE-APPLICATION CONFERENCE.

(A) It is in the best interest of the City to provide planning services that assist applicants in constructing appropriate developments. In that spirit, the City requires that prior to filing an application, a prospective applicant shall hold a pre-application conference with the City Planner or their designee.

(A) The purpose of a pre-application conference is to provide advice to prospective applicants regarding compliance with the purpose and requirements of this title, and to allow applicants the opportunity to review City resource material to determine which application materials must be submitted to constitute a complete application.

(C) Given that the Site Plan Committee (fire, safety, public facilities, and site design), the HARC (Design) and Planning Commission (zoning, use, land division) have differing scopes of review and these bodies may have to decide on separate aspects of the same proposal, the applicant shall be informed as to the process(es) involved with their proposal as presented at the pre-application conference and the attached flow chart shall be reviewed with each applicant to ensure their understanding of the time frames and decision making bodies involved.

#### § 18.02.020 APPLICATION REQUIREMENTS.

(A) All applicants shall submit to the City information and materials consistent with the requirements of this section. The City Planner, or in their absence, the City Recorder, is empowered to waive the submittal of any of the following application items, except filing fees, which are deemed unnecessary or inapplicable based on the nature, scope, and significance of the proposed project. Waiver of application items, if any, shall occur following a pre-application conference during the review of an application for completeness.

(B)

1. Completed Application Form. A completed application form signed by the owner of record of the real property covered by the application, except for sign applications which may be signed by the business owner. If the property has more than one (1) owner, a signed notarized statement from each property owner agreeing to participate in the project as a group is required. An application form may also be signed by the duly authorized representative of the record owner if such authorization is evidenced by a properly executed power of attorney.
2. Site Plan. A site plan is required only to the extent necessary to adequately and reasonably permit findings that the provisions of this chapter have been met. The applicant shall submit three (3) copies of a site plan, accurately drawn to a scale of sufficient size to illustrate the following site plan details as determined to be required during the pre-application conference and the review for completeness:
  - (a) The location and dimension of property boundaries and location of public and private streets and driveways, along with a north point and indication of scale.
  - (b) The accurate location and outline of the exterior walls of all existing (dotted line) and proposed (solid line) buildings and structures, with the square footages, uses, and heights of each clearly noted. Include setback dimensions for front, side, and rear yards.
  - (c) The site plan shall conceptually illustrate the following features:
    - (aa) The general type, size and location of existing (dotted line) and proposed (solid line) landscaping, including the location, height, and type of trees having a caliper of four (4") inches or greater measured four (4') feet above the base of the tree.
    - (bb) Existing (dotted line) and proposed (solid line) exterior walls and fencing, including specification of construction materials and height.
    - (cc) The accurate location, height, and dimensions of all signs which are not to be attached to the building.

- (dd) The location of existing major site features, including water courses, topography for sites having slopes in excess of five (5%) percent, rock outcroppings, drainage swales, springs, woodlands, and other natural features which influence site layout and design.
  - (ee) Drainage shall be sufficiently indicated to demonstrate adequate disposition of storm water runoff.
3. The location and dimension of off-street parking areas in accordance with all requirements of Chapter 18.17. Include entry and exit points for motor vehicles and pedestrians, and internal circulation patterns.
  4. The location of all exterior solar, satellite dish antenna, alarm, electrical, and mechanical equipment.
  5. Wells, septic tanks, and drain fields, if applicable.
  6. Flood elevation of one hundred (100) year floodplain, if applicable.
  7. Location and purpose of easements, if applicable.
  8. Location of water, fire hydrants, sanitary sewer, storm drains, and street lights.
  9. Garbage and waste handling facility and outdoor storage area. Show screening technique and materials.
  10. Location and type of all exterior lighting.
  11. Grading plan if more than one hundred (100) cubic yards of material will be disturbed. Include slope calculations, contours, and erosion control.
  12. Title block with section, township and range; street address, title of proposal, names of applicant and owner, name and stamp of person preparing the plan (if applicable), and date of drawing.
  13. In a Level I review area; the applicant shall submit an in-scale site plan drawing of adjacent structures if within one hundred (100') feet of the proposed structure.

(B) Where an attachment or minor addition building or structure is proposed, the site plan shall indicate the relationship of said proposal to the existing development, but need not include other data required in Chapter 18.02 as determined by the City Planner.

(C) Project tabulation. Using the table provided by the City, submit a tabulation of general characteristics of the proposal including gross and net land area, number of dwellings, dwellings per acre, number of parking spaces and area of parking, solar access computation, percentage of lot covered by structures and percentage of lot remaining in required usable open space. This should indicate compliance with all zoning requirements.

(D) Development Schedule. A construction timeline schedule showing all major events, or if the project is to be constructed in phases, a schedule for each phase.

(E) State Required Documentation. The State Historic Preservation Office must be notified of any project element calling for alteration of a specially assessed or National Historic Register property. The applicant must mail one original packet to the state and submit a copy of the cover letter to the city. The information must include a cover letter briefly describing the proposed project and a copy of all submittal information required by the city, including photographs.

(F) Architectural Elevations. Architectural elevations are required to the extent necessary to adequately and reasonably permit findings that the provisions of this chapter have been met. Three (3) sets of blueprints (and one reduced set on 8 1/2" x 12" copy paper) of all architectural elevations shall be accurately drawn to a scale of sufficient size to illustrate design intent and shall meet the following requirements:

1. Architectural elevations shall illustrate where materials of construction change from one type to another or where changes in pattern occur. Materials of construction shall be specified on the architectural elevations. At a minimum, materials for the following design and construction features shall be specified.
  - (a) Roofing and roof pitch.
  - (b) Wall siding.
  - (c) Windows and window trim.
  - (d) All brick and masonry materials.
  - (e) Doors and door trim.

2. The location of all exterior solar, electrical, and mechanical equipment.
3. The size and location of all existing and proposed signs mounted on the exterior surface of the building, and other signs which may be displayed on the interior of a building or structure which are calculated to be visible from the exterior of the building or structure.
4. Title block with section, township and range; street address, title of proposal, names of applicant and owner, name and stamp of person preparing the plan (if applicable), and date of drawing.

(G) Exterior Materials of Construction. Samples or specific stipulations of all exterior construction materials shall be furnished, including paint chips of proposed exterior paint and stain color(s). Manufacturer's product literature may be used to specify materials of construction.

(H) Photographs of the Subject Site and Elevations of Adjacent Building(s) or Structure(s). The subject site and elevations of all adjacent structures shall be separately photographed and labeled. Each elevation shall be properly identified as north, south, east, or west elevation or view.

(I) Architectural Details. Detailed plans, drawn to scale, which accurately illustrate exterior architectural details and figures, or in the alternative, architectural details and fixtures may be specified on the architectural elevations. Manufacturer's product literature may also be submitted in lieu of detailed plans of architectural details.

(J) Legal description of the property. Usually found upon the deed.

(K) Vicinity map. Mark the location of the proposal on the vicinity map available from the city offices.

(L) Deed Restrictions. A copy of any covenants, conditions, and restrictions applicable to the subject property are required.

(M) Application Fee. An application fee for processing all applications shall be charged by the city. No part of any application fee is refundable. The amounts required for various application fees shall be established by resolution of the City Council. Fees shall not exceed the actual average cost of processing services incurred by the city.

(N) The City Planner shall assure that any former approvals or conditions of approval on the subject property have been satisfactorily met and any and all ordinance violations have been corrected. In the case where any former approvals or conditions have not been satisfactorily met or ordinance violations have not been corrected, the Planner shall notify the applicant that the application will not be processed until all outstanding conditions and/or violations have been resolved.

(O) If an application is incomplete; the city shall notify the applicant in writing of exactly what information is missing within thirty (30) days of receipt of the application and allow the applicant to submit the missing information. The applicant has one hundred eighty (180) days from the date of initial submission to submit all additional information. The application shall be deemed complete for purposes of this subsection upon receipt by the city of the missing information.