



PRE-APPLICATION CONFERENCE WORKSHEET

Pre-application conferences are required for all development proposals that require land use approvals and for most commercial building improvements. The purpose of the meeting is to help the applicant through the land use and permit process. The City is represented by staff from City Planning, Building and Engineering Departments, as well as a representative from Clackamas Fire District #1, Water Environment Services and Sunrise Water Authority.

The following information is to be completed by the Applicant:

Today's Date: _____
Project Address (or assessor's map and tax lot):

Name: _____
Company: _____
Address: _____
Phone: _____ Cell: _____
Fax: _____
E-mail: _____

The following information is to be completed by City of Happy Valley Staff:

Appt. Date: _____
Appt. Time: _____
Rec'd By: _____
Cc: _____
Building: _____
Engineering: _____
Planning: _____
Fire: _____
WES: _____
Sunrise Water: _____

Brief proposal description: _____

PRE-APPLICATION CONFERENCE REQUIREMENTS:

1. Appointments must be made no less than ten (10) days in advance of the desired appointment date. A maximum of three, one hour appointments are scheduled every Tuesday afternoon on a first come-first-serve basis.
2. Please see the accompanying Pre-application Conference and Procedures on the back of this page for further information and clarifying details.