

# CITY OF HAPPY VALLEY

## Pre-Application Conference Scheduling and Procedures

General: The applicant or authorized representative shall complete a Pre-Application Conference Worksheet form, and request that the Planning Director or designee arrange a pre-application conference. The purpose of the conference shall be to acquaint the applicant with the substantive and procedural requirements of Happy Valley Development codes, provide for an exchange of information regarding public infrastructure and fire-life safety requirements, arrange such technical and design assistance which will aid the applicant, and to otherwise identify policies and regulations that create opportunities or pose significant constraints for the proposed development.

Information provided at the conference will include confirmation of the procedures to be used to process the application, a list of materials to be submitted, and the criteria and standards which may apply to the approval of the application.

Application Materials: An application shall consist of the materials specified in this section, plus any other materials required by this code, the Planning Director, or designee.

- A completed worksheet form.
- 20 copies of an Existing Conditions Plan drawn to engineering scale with existing property lines, structures, steep slopes, sensitive lands (wetlands or riparian corridors), streets or driveways, utilities, and significant trees greater than six-inch caliper or stands of trees. If topographic and natural resource surveys are not yet available, one may simply print out the applicable section of the City's Steep Slopes and Natural Resource Overlay Zone map. If a tree survey is not available, one may use site photos/aerial photos.
- 20 copies of a Preliminary Site Plan of the proposed development drawn to engineering scale that includes proposed property lines, structures, street systems, utilities, open space areas, etc. For proposed Zone Changes/Master Plans, a conceptual development plan is required. For proposed Design Review, preliminary draft level architectural elevations; parking lot layout and design; and, landscape plans are required.

Scheduling: Pre-Application conferences are normally scheduled for Tuesday afternoons. Scheduling of pre-application conferences is dependent upon staff availability of city and service provider staff members. However, reasonable accommodation will be made to schedule conferences as soon as a completed application form is submitted and the application fee has been paid. ***Pre-application conferences involving Clackamas County DTD or ODOT staff will generally take 2-3 additional weeks to schedule.***

### Guidelines:

- The pre-application conference fees may be found on the City's Land Use Applications Fee Sheet. The fee is due with the completed application.
- The City of Happy Valley will endeavor to provide pre-application conference notes, dependent upon staff availability. However, you may wish to provide your own note-taker.
- The applicant shall present a proposed overview and submitted plans, and in turn will follow:
  1. Water & Environment Services (WES) Comments
  2. Clackamas Fire District No. 1 Comments
  3. Sunrise Water/Clackamas River Water Comments
  4. Building Official Comments (as applicable)
  5. Engineering Division Comments, including:
    - Design Engineering requirements
    - Traffic Engineering requirements
  6. Planning Comments, including:
    - Applicable Land Use Processes and Procedures, Fees and Timelines

April 5, 2017