



## Comprehensive Plan Checklist

*(P) = Contact the Planning Division with any questions regarding this item.  
(E) = Contact the Engineering Division with any questions regarding this item.*

Submitted	Requirement
1. <input type="checkbox"/>	<b>Application Form</b> <i>(P)</i>
2. <input type="checkbox"/>	<b>Narrative</b> <i>(P/E)</i> A detailed description of the proposed development and findings for all applicable approval criteria. Minimum criteria include LDC 16.67 and any other applicable chapters.
3. <input type="checkbox"/>	<b>Site Plan (For Map Amendments)</b> <i>(P)</i> <ol style="list-style-type: none"><li>Scale and north point</li><li>Showing all existing zoning and proposed zoning on subject property or properties and all adjacent zoning designations.</li><li>Clackamas County Assessor's map showing the property or properties involved; and all properties adjacent to the subject property or properties</li></ol>
4. <input type="checkbox"/>	<b>Conceptual Development Plan (For Map Amendments)</b> <i>(P/E)</i>
5. <input type="checkbox"/>	<b>Proposed Text Language (For Text Amendments)</b> <i>(E/P)</i>
6. <input type="checkbox"/>	<b>Pre-Application Conference Notes from Planning and Engineering Divisions</b> <i>(P/E)</i>
7. <input type="checkbox"/>	<b>A Current Preliminary Title Report or Trio for the Subject Site</b> <i>(P)</i>
8. <input type="checkbox"/>	<b>Mailing Labels for Owners within 300 Feet of the Subject Site</b> <i>(P)</i> The names and addresses of property owners within 300 feet of the site from a title company or from the Clackamas County Tax Assessor.
9. <input type="checkbox"/>	<b>Electronic Version of All Application Materials</b> <i>(P)</i>
10. <input type="checkbox"/>	<b>All Required Application Fees</b> <i>(P)</i>
11. <input type="checkbox"/>	<b>Additional Information or Reports</b> <i>(P/E)</i> If Required in Pre-Application Conference.

***Incomplete applications will not be processed.***