

FOR OFFICE USE ONLY

Application #: _____

Date Received: _____

**City of Prineville
Pre-Application**



Most Pre-Development review responses take about two weeks. Monday at 5:00 p.m. is the cut-off for City staff to take in any pre-development requests for the **following** week's Thursday meetings at 8:30 am in City Hall. Your presence at the meeting is your choice; however please indicate whether or not you will attend. All responses are based upon information you provide.

Applicant Name: _____ Mailing Address: _____ City: _____

Zip: _____ Phone: (_____) _____ Property Owner? Yes / No

Describe Project _____

Property Address: _____

Township: _____ Range: _____ Section: _____ Tax Lot(s): _____

Subdivision and Lot #(s): _____ Zone: _____

Present Use: Commercial Industrial Residential Vacant Other (Describe)

The following information should be provided to more accurately review your request:

- I will be attending the pre-app meeting.
- Vicinity Map: Tax lot map is acceptable; two streets and north arrow must be provided.
- Site Plan: Drawn to scale, show the following:
 - All existing and proposed access, buildings, parking landscaping and utilities (power poles, sewer, water, fire hydrants, etc.)
 - Lot Lines: Showing existing lot boundaries, and proposed lot lines for land divisions. Must include lot sizes, both existing and proposed for land divisions. Also include existing curbs and sidewalks.
 - Building: Include building dimensions, coverage and building materials to be used.

Please list any specific questions that you would like answered at the pre-app meeting:

1. _____
2. _____
3. _____
4. _____

Additional information may be required by the Planning Department depending on the information provided and the specific request, in order to provide a full written response.

If you wish, you can schedule a meeting with a Planning Department staff member to discuss specific predevelopment application requirements. Call (541) 447-2367 to set up a meeting. Please note that all predevelopment review responses are preliminary and non-binding. The actual review process is more comprehensive and could be subject to change based on current Code standards and the actual application(s) submitted.