



Pre-Application/Preliminary Site Plan Review Conference

A Pre-Application Conference is to help acquaint the applicant(s) with the substantive and procedural requirements of the Land Use and Development Ordinance, as well as with City standards and procedures, provide an exchange of information regarding elements of the Comprehensive Plan and development requirements, and help to identify policies and regulations that can create opportunities or pose significant constraints.

The Pre-Application Conference is an opportunity to provide the applicant(s) with an informal review and feedback of conceptual plans for a proposed development. The process is a way to help avoid unanticipated costs or delays during the formal application process. City departments meet with the applicant(s) and provide insight as to whether the development concept meets the City's policies and regulations. Staff will identify problems or constraints the development proposal may encounter, as well as potential conditions of approval that may apply. Staff may offer suggestions on ways to make the proposal more acceptable. This process is not to be considered the final or complete list of ultimate conditions that may be imposed once a formal filing has been submitted.

Departments typically involved in the Pre-Application Conference process include Community Development for zoning regulations, development requirements, and permit process; Public Works for storm water, water, public utilities and infrastructure; Douglas County Building for building construction; Fire Department for fire and emergency standards; and comments from the Roseburg Urban Sanitation Authority for sanitary sewer. Comments may also be requested from ODOT, Douglas County and other identified agencies.

Project Address and/or Location _____

Contact Person: _____ Phone Number: _____

E-mail: _____

Address: _____

Land area: _____ Existing Use/Improvements: _____

Proposal/project description: _____

Staff Contact: _____ Date: _____
