



**Benton
County**

**COMMUNITY DEVELOPMENT
DEPARTMENT**

Office: Kalapuya Building
4500 SW Research Way
Corvallis, OR 97333
(541) 766-6819
www.co.benton.or.us/cd

APPLICATION

PRE-APPLICATION CONFERENCE

Two options are available (1) "Major" Pre-Application Conference" when required by code (subdivision, series partition, and Corvallis UGB partitions or zone changes) or (2) "Minor" Pre-Application Conference for development projects, most zone changes, or when requested by customer.

File # LU-

Fee: Major / Minor \$ _____
(SEE CURRENT FEE SCHEDULE)

**ALL SECTIONS MUST BE COMPLETED. ATTACH ADDITIONAL SHEETS IF NECESSARY.
REVIEW WILL BEGIN ONLY WHEN THE APPLICATION IS DETERMINED TO BE COMPLETE**

I. What is this regarding?

Major: Subdivision Series Partition Corvallis UGB Partition or Zone Change **Note:** Staff will provide you with a written summary of the conference discussion, including expected requirements.

Minor: Development Project Zone Change (not in Corvallis UGB) Other (Please describe below)
Note: Staff will take general notes; you will be responsible for capturing requirements and follow up with staff.

Describe your proposal: _____

II. Property Owner(s) Information

Name(s): _____ Phone #1: _____

Mailing Address: _____ Phone #2: _____

City: _____ State: _____ Zip: _____ Email: _____

III. Representative for Property Owner or Contract Purchaser

Name(s): _____ Phone #1: _____

Mailing Address: _____ Phone #2: _____

City: _____ State: _____ Zip: _____ Email: _____

Whom should the County contact? Owner Representative

IV. Property Information

Site Address: _____

Assessor's Map & Tax Lot Number: T _____ S, R _____ W, Section(s) _____, Tax Lot(s) _____

Acreage: _____ Zoning: _____ Fire District: _____

Water Supplied By: _____ Sewage Disposal Type: _____

Existing Structures: _____

Current use(s) of the property: _____

V. Attached Documentation: With all land use applications, the "burden of proof" is on the applicant. It is important that you provide **ALL** the information listed on the following page at the time you submit your

application. The processing of your application does not begin until the application is determined to be complete.

Attachments

Consult the sections of the Development Code listed below for the *minimum* materials **you need to attach** to this application. We recommend that you also review the approval criteria, approval process, and the application form for the land use you are considering.

- **Subdivision, Series Partition, or Partition in the Corvallis Urban Fringe: BCC 100.105 and/or BCC 64.310**
- **Subdivision elsewhere in the county: BCC 97.105**
- **Series Partition elsewhere in the county: BCC 95.105 & 95.110**
- **Zone Change: BCC 53.505 & 53.510**
- **Other proposal: code section(s) will depend on proposed use/land development**

Signature(s) WE CANNOT ACCEPT SCANNED OR COPIED SIGNATURE PAGES.

I hereby certify that I am the legal owners(s) or contract purchaser(s) of the above noted property; that the information contained herein and attached is accurate to the best of my knowledge; and that the requested land use action would not violate any deed restrictions attached to the property.

| | |
|---|-------|
| _____ | _____ |
| Owner/Contract Purchaser Signature (ink-on-paper or digital signature required) | Date |
| _____ | _____ |
| Owner/Contract Purchaser Signature (ink-on-paper or digital signature required) | Date |
| _____ | _____ |
| Owner/Contract Purchaser Signature (ink-on-paper or digital signature required) | Date |

For Office Use Only

Date Application Received: _____ By: _____ File Number Assigned: LU- _____
Planner Assigned: _____ Date Application Deemed Complete: _____
Pre-Application Conference Scheduled for Date: _____