



Land Use Planning Division
 1600 SE 190th Ave.
 Portland OR 97233
 Phone: 503-988-3043
 land.use.planning@multco.us
 https://multco.us/landuse/

PF- _____

PRE-FILING MEETING REQUEST FORM

Property Address: _____

Alternate account #(R): _____ **Map # [tax lot]:** _____

Proposal (include what permits you are requesting): _____

Please note: If you require a Road Rules Variance, please do not use this form. Contact the Right-of-Way Permits Office at (503) 988-3582 or row.permits@multco.us

Contact Person(s): _____

Phone #: _____ **Email Address:** _____

Pre-Filing Meeting Requirements:

Prior to submitting an application for development, new land use, or expansion of an existing use, you are required to attend a Pre-Filing Meeting. The individual submitting the application and contact person for the application should attend the Meeting. Pre-Filing Meetings are valid for six months. When scheduling the meeting you will need to provide the following:

- A scaled tentative plan that shows all property lines
 - The street serving the property & the location of the existing or proposed driveway(s)
 - Location and use of all existing buildings and structures on the property
 - Location and use of all proposed buildings or additions
- On a separate piece of paper, please provide a clear explanation of your project

For Staff Use Only

Your meeting is scheduled for:

Time: _____ **Date:** _____ **Received by:** _____

(Please provide notice at least 48 hour prior to the meeting, if you need to cancel your pre-file meeting)

Base Zone _____ Overlays _____ Related Cases _____

Troutdale NSA? (invite to meeting) Code Compliance Related

Potential Type II Applications: ADJ DR GH HH HO LD PLA SEC WRG
 Accessory Use NSA Other _____

Attach: ❶ Department of Assessment, Records, and Taxation Printout for each property
 ❷ Department of Assessment, Records, and Taxation Assessors Map (optional)