



PRE-APPLICATION – TYPE 1

The purpose of a pre-application meeting is to provide potential applicants with information prior to the formal submittal of a project. Any responses are based upon current City requirements. These requirements change over time and different requirements may apply at the time your application is submitted.

The pre-application process does not provide a final decision or determination of conditions of approval.

1. APPLICANT INFORMATION (If a corporation, list all principals)

Name _____

Address _____ City _____

State _____ Zip Code _____

Email _____

Telephone (Business): _____ (Other) _____

2. AGENT INFORMATION

Name _____

Address _____ City _____

State _____ Zip Code _____

Email _____

Telephone (Business): _____ (Other) _____

3. PROJECT DESCRIPTION

Type of Development _____

Zoning District: _____ # Employees: _____ # Dwelling Units: _____

Assessor's Map/Tax Lot #: _____

Address: _____ Percent Site Covered by Structures: _____

Total # Parking Spaces: _____

4. REQUIRED SUBMITTALS

- Pre-Application Form (signed)
- Project Narrative (10 copies)
 - o The project narrative should provide a general discussion of the nature of the project (including the type of application being considered) and may contain textual and graphical information to provide the necessary information to allow for a thorough understanding of the proposed project
- Questions (10 copies)
 - o Include questions you would like answered regarding the project
- Conceptual Plan (10 copies)
 - o Conceptual site plan; building elevations (if applicable); or a tentative/preliminary plat (if applicable) is necessary for staff to give useful comments or recommendations
- Fee
 - o \$400
 - o Fee to go toward subsequent application fee if made within 6 months
 - o Checks made payable to *City of Medford*
 - o Pay at time of submittal to the Planning Department

5. I HEREBY STATE THAT THE FACTS RELATED IN THE ABOVE APPLICATION AND THE PLANS AND DOCUMENTS SUBMITTED HERewith ARE COMPLETE, TRUE, CORRECT, AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature _____

Applicant

Agent

Owner

Print Name _____

Date: _____