



# Pre-Application Conference Dallas Planning Department Development Code Type III/IV Review

**Official Use Only:**  
 File No.: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Fee: \_\_\_\_\_  PAID

A PRE-APPLICATION CONFERENCE provides an opportunity to obtain feedback and comments from City staff on preliminary development plans prior to the submission of a formal land use application. This feedback early in the development process can help applicants avoid major plan revisions that are more cumbersome to change after an actual application submittal. A pre-application conference also provides the opportunity to discuss required land approvals, permits and the timelines for development approval. A pre-application conference is required for all Type III and Type IV land use actions.

Please return a completed application form with attachments, and the required fee to the Dallas Planning Department, Dallas City Hall, Second Floor, 187 SE Court Street, Dallas, Oregon 97338.

## Section 1 – Applicant Information

Name(s): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

## Section 2 – Project Description

Please describe your project:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Site Address: \_\_\_\_\_ Total Land Area: \_\_\_\_\_  
 Assessor Map/Taxlot No. \_\_\_\_\_ Zoning: \_\_\_\_\_  
 Present Use of Property: \_\_\_\_\_

## Section 3 – Application Submittal Information

Please provide one electronic copy (pdf format preferred) and one paper copy of the following information: maps, a site plan, and other applicable information for City staff to understand the proposed development.

## Section 4 – Application Review

You will be contacted to set up a time to meet with City Staff to discuss your proposed development.

**Official Use Only:**  
 Conference Scheduled: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Location: \_\_\_\_\_

Please note, due to the preliminary nature of information discussed during pre-application conferences, City staff reserve the right to determine permitting requirements upon receipt of an official development application. Information obtained during a pre-application conference is subject to subsequent changes in the Comprehensive Plan, Development Code, and/or any other applicable regulations. A pre-application conference does not 'vest' (lock in any fees or development requirements) a project in any way.