



Pre-application Conference Guidelines
930 Chemawa Rd NE
Keizer, OR 97303
Phone: 503-856-3441 Fax: 503-856-8288

Completed Pre-Application Meeting Requests
may be emailed pdf format to hurleym@keizer.org

City of Keizer Community Development Department schedules Pre-Application meetings on Tuesdays between the hours of 2:00 – 4:00 PM. Completed applications and exhibits must be submitted by 5:00 PM Monday, eight (8) days prior to the proposed Pre-Application Meeting. You are scheduled once we receive a Completed Application and Exhibits.

Pre-application Conferences require the following:

A site plan of the property and surrounding (adjacent) properties. Indicate scale used. If the dwelling is not to scale all dimensions must be shown including setbacks of structures and area of lots (If there is an access easement do not include it in the area calculation). Please use a straight edge to produce your diagram.

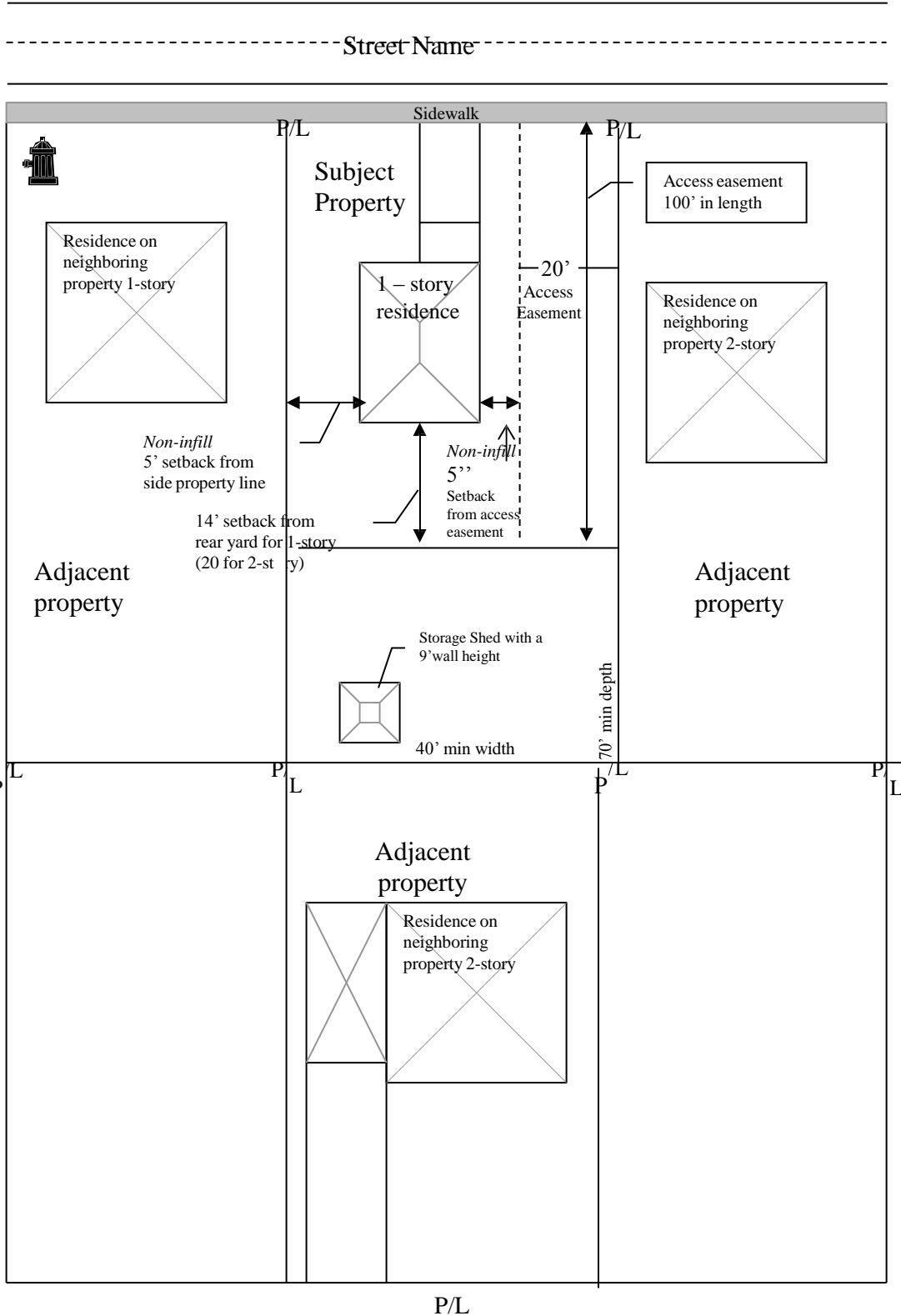
Please include the following on your site plan, if applicable (8 ½ X 11 or 11 X 17):

- Site address: if the property does not have an address, provide a tax map and lot number. Show the location of EXISTING structures that are to remain on the property.
- Detached or Accessory Structure(s) and setbacks. **(See KDC Section 2.313)**
- Landscaping – Show existing and proposed landscaping. **(See KDC Section 2.309)**
- Show the access to the property. Will it be gaining access from an access easement (min 20 feet in width) or a public street? If the access easement requires a turn-around than indicate the dimensions of the turnaround. (If the easement is over 150 feet in length or if it is the sole access for two lots a turn-around may be required.) **(See KDC Section 2.302)**
- Parking – Residential Development usually 3 parking spaces are required. Each parking space must be a minimum of 9 x 18 feet. One of the three parking spaces may be provided on-street if on-street parking is located within 200 feet of the property. **(See KDC 2.303)**
- Parking – Commercial – Parking lot layout. **(See KDC 2.303)**
- Provide the location of fire hydrants in the surrounding area.
- Utility Plan (existing and/or proposed)

KDC - Keizer Development Code can be found at:
<https://www.keizer.org/planning-zoning>

Pre-application request for 1111 Noaddress St NE
 John Q. Public
 Phone # (503)111-1111

P/L = Property Line



Scale 1" = 40'

CITY OF KEIZER
COMMUNITY DEVELOPMENT
REQUEST FOR PRE-APPLICATION MEETING

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Applicant Name: _____ **Phone:** _____

Mailing Address: _____ **Email:** _____

Agent: _____ **Phone:** _____

Mailing Address: _____ **Email:** _____

Location of Proposed Development: (Address / Map Tax Lot #):

Existing Structure(s) & Use:

General Description of Proposed Project:

Specific Issues or Questions:

Exhibits

- Site Plan (showing property dimensions with proposed development, elevations, access, or other information)**
- Vicinity Map / Map Tax Lot Map**
- Commercial Development – Parking Lot layout, Landscaping site plan**
- Other:**

Note: This review is not all inclusive and is solely based on information provided or known at the time of the meeting.