



CITY OF HALSEY

PO Box 10, 100 West Halsey St., Halsey OR 97348

PH: (541) 369-22
FAX: (541) 369-2521
TTY: (800) 735-2900

PRE-APPLICATION CONFERENCE REQUEST FORM

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.

Please return a completed application form with attachments, and the \$200.00 required fee to the City of Halsey, PO Box 10, Halsey OR 97348 or bring to City Hall.

Section 1 - Project Description		
Name(s): _____		
Mailing Address: _____		
Email _____	Phone Number: _____	Cell Number: _____
Section 2 - Project Description		
Please describe your project:		
Site Address: _____	Total Land Area: _____	
Assessor Map/Tax Lot No. _____	Zoning: _____	
Present Use of Property: _____		
Section 3 - Application Submittal Informaion		
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:		
Fee Paid: _____	Date: _____	Ck No. _____
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.

