

PRE-APPLICATION PROCEDURE

Per Section 10.505 of the City of Klamath Falls Community Development Ordinance, before submitting development plans for approval, an applicant proposing a variance, conditional use, zone change, design review, nonconforming use exception, flood permit and urban growth boundary amendment shall attend a pre-application conference to be scheduled with the Planning Department to obtain general information, guidelines, procedural requirements, advisory opinions and technical assistance for the project concept . **The fee for this conference shall be ten percent (10%) of the application fee; this fee shall be credited toward the application fee.**

DATE RECEIVED: _____ **FEE PAID:** _____ **PRE APP MEETING DATE/TIME:** _____

Applicant Information (Please complete form in ink.)

Please check primary contact person

Landowner Name: _____ Daytime Phone: _____

Mailing Address: _____ Email: _____

Applicant Name: _____ Daytime Phone: _____

Mailing Address: _____ Email: _____

Agent (e.g. Architect, Engineer, Surveyor): _____

Mailing Address: _____ Email: _____

Subject Site Information

Property Address: _____

Map & Tax Lot Number(s): _____

Subdivision, Lot & Block: _____

Current Zoning: _____ Total Size of Parcel(s): _____

Project Information

DESCRIBE THE PROJECT & PROPOSED USE: _____

- PROVIDE ONE (1) COPY OF SITE PLAN AND ANY OTHER DRAWINGS **IN ADDITION TO** A PDF FILE OF SAME.
- PAY A PRE-APPLICATION FEE EQUAL TO 10% OF THE APPLICATION FEE MADE PAYABLE TO THE CITY OF KLAMATH FALLS.
- REVIEW MEMO FROM CITY PUBLIC WORKS RELATIVE TO CITY ENGINEERING REQUIREMENTS.
- **PLEASE NOTE:** Comments from referring agencies are not final; it is possible that between the time of the pre-application meeting and the date of land use application submittal, conditions or policies change resulting in alternative or additional requirements and comments which may appear in the final review/decision. Pre-application meetings are not official or final decisions but are intended only to give an applicant an idea of potential issues and requirements based on a draft proposal. While there are no limits as to when an application may be submitted after a pre-application meeting is held, it is recommended that a second pre-application meeting be held if a great deal of time has elapsed or the proposal has changed in any significant/material way. Once a final decision is issued it is valid for one year.

Memo



PUBLIC WORKS

To: Pre-Application Developers/Representatives.
From: Tom Del Santo
Date: 1/10/07
Cc: Community Development Department, Planning Division
Re: City Engineering Requirements at the time of Application.

Along with requirements of the City CDO, Code and State Law & Administrative Rules the applicant/developer/representative shall address the following list of items, from the City of Klamath Falls Public Works Engineering Standards (CKFPWES) current edition, when submitting applications for a Subdivision, Planned Unit Development, Conditional Use Permit, Design Review and at times on large residential infill projects:

1. Stormwater: Section 4-6; Planning and Design Approval Process.
2. Wastewater: Section 5-1.1; Planning level concept for the proposed collection system at saturation build-out. Residential developments with 100 or more Equivalent Residential Units (ERU's at build-out) or all other developments with peak hour saturation wastewater flows greater than or equal to 50,000 gallons per day (gpd) are required to submit a planning level concept of the proposed collection system with the planning application. The developer will also identify any wastewater lift station that is determined to be necessary for any phase of their development, to the City, at the preliminary/conceptual stages of their review process. The applicant may refer to CKFPWES Section 5-2.6 for lift station specifications.
3. Water: Section 7-2.2; A water system concept (preliminary utility plan) will be submitted to the City with the planning application for all proposed development that will result in water supply demands exceeding 250 ERU's at its saturation build-out. The City reserves the right to require on any project that the developer submit preliminary demand calculations and/or modeling reports that estimate initial, phased, and ultimate domestic and fire demand required by this development. The developer will also identify any water pump station that is determined to be necessary for any phase of their development, to the City, at the preliminary/conceptual stages of their review process.
4. Streets and Traffic: Refer to the sections listed below for the required information that will be provided to the City.
 - Section 8-1.1; A road system concept will be submitted to the City with the planning application for all proposed development that intends to dedicate the street infrastructure to the public.
 - Section 12-2.1; All proposed developments will submit either a Transportation Analysis Letter or a Transportation Impact Study that meets City Engineering Standards pertaining to their development.