



**City of Astoria
Pre-Application
Fee: \$100.00**

FOR OFFICE USE ONLY

Date Received: _____

Fee Paid Date: _____

Meeting Date: _____

Most Pre-Application requests take two weeks to fully review.

*Please note: we are typically scheduled 2-4 weeks out.

Your presence at the meeting is your choice; however please indicate whether or not you will attend.

All responses are based upon information you provide.

Applicant Name: _____ Applicant Signature: _____

Mailing Address/City/State: _____

Phone: _____ Email Address: _____

☐ Property Owner is the same as applicant Property Owner's Name: _____
(if different from applicant)

Property Owners Signature: _____

Property Address: _____

Tax Lot Id: _____ Account Id: _____ Lot(s): _____

Present Use: ☐ Commercial ☐ Industrial ☐ Residential ☐ Vacant ☐ Other (Describe)

The following attachments MUST be provided to more accurately review your request:

- ☐ Detailed Project Description- **Verbal is NOT sufficient** (please write on the back, if necessary)
- ☐ Vicinity Map: Tax lot map is acceptable; two streets and north arrow must be provided.
- ☐ Site Plan: Drawn to scale, show the following:
 - ☐ All existing and proposed access, buildings, parking landscaping and utilities (power poles, sewer, water, fire hydrants, etc.)
 - ☐ Lot Lines: Showing existing lot boundaries, and proposed lot lines for land divisions. Must include lot sizes, both existing and proposed for land divisions. Also include existing curbs and sidewalks.
 - ☐ Building Plans: Include building dimensions, coverage and building materials to be used.

Provide a detailed list of questions that you would like answered at the pre-app meeting:

1. _____
2. _____
3. _____
4. _____

☐ *I understand that additional information may be required in order for staff members to provide a full written response.

☐ I will be attending the pre-app meeting in person

After you've completed the application requirements, please email your request to planning@astoria.gov
Then call (503) 338-5183 to make your payment and confirm our next available meeting dates.

Documents can also be dropped off at Astoria City Hall: 1095 Duane Street Astoria, OR 97103.

Please note that all pre-application review responses are preliminary and non-binding, and do not preclude the City from enforcing applicable regulations including those not indicated at the time of the meeting. The actual review process is more comprehensive and could be subject to change based on current Code standards and the actual application(s) submitted.