



<b>DPI:</b> _____ - _____
<b>PAID DATE:</b> _____
<b>PAYMENT METHOD:</b> _____
<i>Fee: \$50</i>

## DEVELOPMENT AND PROJECT INQUIRY

*Initial Project Inquiry – Not a Formal Application*

<b>APPLICANT &amp; CONTACT INFORMATION</b> <i>(If necessary, provide contact information for other relevant parties as an attachment)</i>			
<b>Applicant / Entity Name</b>			
<b>Address</b>			
<b>City, State, Zip</b>			
<b>Phone</b>		<b>Email</b>	
<b>I am the...</b> <small>(check all that apply)</small>	<input type="checkbox"/> Applicant <input type="checkbox"/> Property Owner <input type="checkbox"/> Authorized Representative		
<b>PROPERTY DESCRIPTION</b>			
<b>Street Address</b>		<b>Zone</b>	
<b>Tax Map/Lot</b>		<b>Site Size</b>	
<b>PROJECT DESCRIPTION</b> <i>(Provide as much detail as possible. Attach with site plans, drawings, etc.)</i>			
<b>Type of Project</b> (select all that apply) <input type="checkbox"/> New Construction <input type="checkbox"/> Addition / Expansion <input type="checkbox"/> Change of Use <input type="checkbox"/> Tenant Improvement <input type="checkbox"/> Site Improvements <input type="checkbox"/> Other: _____			
<b>Existing Use</b>		<b>Proposed Use</b>	
<b>SCOPE AND PROJECT INTENT</b> (Provide as much detail as possible. Attach with site plans, drawings, etc.) <i>(Inquiries with insufficient information may be returned as "Incomplete – Additional Information Required".)</i>			
Building Size (SF): _____ Units: _____ Parking Provided: _____ Site Changes (grading, access, utilities, etc.): _____			

*Final determination may be subject to additional review upon submittal of complete application materials.*

***This form does not constitute land use approval.***

**Next Steps:** Projects are reviewed by City departments in the following general sequence:  
**Planning → Engineering → Building & Fire → Inspections → Completion**

<b>Signature</b>	<b>Date</b>
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*Submit form to [planning@astoria.gov](mailto:planning@astoria.gov) | Call (503)338-5183 with questions.*

## STAFF REVIEW & DETERMINATION

*This section for office use only.*

### INTAKE COMPLETENESS

Complete     Incomplete – Additional Information Required

### APPLICABLE STANDARDS

<b>Zoning District(s)</b>	
<b>Overlay Zone(s)</b>	
<b>Applicable ADC Section(s)</b>	
<b>Comprehensive Plan</b>	
<b>Historic Designation</b>	<input type="checkbox"/> N/A <input type="checkbox"/> Designated Historic <input type="checkbox"/> Historic Adjacent
<b>Known Site Constraints</b>	<input type="checkbox"/> Proposal may require increase in off-street parking <input type="checkbox"/> Flood Zone <input type="checkbox"/> Documented landslide <input type="checkbox"/> Shoreline / Riparian <input type="checkbox"/> Steep Slope <input type="checkbox"/> Wetlands <input type="checkbox"/> Other: _____
<b>Decision Body</b>	<input type="checkbox"/> Administrative/Staff <input type="checkbox"/> APC <input type="checkbox"/> HLC <input type="checkbox"/> DRC <input type="checkbox"/> Other: _____

### INITIAL DETERMINATION

*Final determination may be subject to change upon submittal of a complete application.*

- Allowed Outright** – No land use approval required. Proceed with permits as applicable.
- Allowed with Additional Reviews** – Requires additional permits or review processes (see below).
- Requires Land Use Approval** – Requires land use approval (e.g. Land Use Permit or Conditional Use Permit) and associated permits.
- Not Permitted** – Use not allowed under current Astoria Development Code.

### REQUIRED NEXT STEPS

- |  |  |
|--|--|
| <input type="checkbox"/> Pre-Application Meeting<br><input type="checkbox"/> Land Use Application<br><input type="checkbox"/> Site Plan Review<br><input type="checkbox"/> Resolve Outstanding Code Compliance Issues<br><input type="checkbox"/> Other: _____ | <input type="checkbox"/> Engineering Review<br><input type="checkbox"/> Fire Marshal Review<br><input type="checkbox"/> Building Permit(s) and Review<br><input type="checkbox"/> City Issued License Required (see notes) |
|--|--|

Notes:	
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**Attachment with additional details or findings provided.**

CDD Staff		Title	
CDD Staff Signature		Date	

*Final determination may change upon submittal of a complete application.*

***This form does not constitute land use approval.***