



City of Tigard

COMMUNITY DEVELOPMENT DEPARTMENT

Pre-Application Conference Request

PROJECT INFORMATION

Project name: _____

Brief description of proposed project and uses:

SITE INFORMATION

Location (address if available): _____

Tax map and tax lot numbers: _____

Zone: _____

APPLICANT INFORMATION

Name: _____

Mailing address: _____ City/State: _____ Zip: _____

Phone: _____ Email: _____

Applicant's representative: _____

Phone: _____ Email: _____

Pre-application conference materials may be e-mailed to tigardplanneronduty@tigard-or.gov or dropped off in the Permit Center Monday through Thursday, between 8 a.m. to 5 p.m. After receiving your emailed materials, a staff member will e-mail you a link to pay online. Pre-application conferences are one-hour long and are currently being held virtually via Microsoft Teams. Pre-application conferences are scheduled two or more weeks out from when your request is received.

REQUIRED SUBMITTAL ELEMENTS

- Detailed description of the project including:
 - Proposed buildings or lots,
 - Proposed site improvements, and
 - Proposed uses.
- Site plan
- Application fee

Rev 07/2023

STAFF USE ONLY

Case No: _____ Application fee: _____ Received by: _____ Date: _____

Date of pre-app: _____ Time of pre-app: _____ Planner assigned to pre-app: _____