

Pre-Application Conference Request

THIS IS PUBLIC RECORD

Instructions:

1. Complete this request form in its entirety.
2. Prepare a site plan with as much detail as possible.
3. Email to planning@lincolncity.org the completed request form, the site plan, and the required fee (using the Online Direct Pay Authorization Agreement for Credit/Debit Cards).
Only electronic submissions will be accepted.
4. Staff will contact you with the date and time of the pre-application conference within 10 business days of receipt of the complete request and fee.
5. The pre-application conference will not be scheduled until the fee is received. If you do not wish to use the Online Direct Pay Authorization Agreement for payment, please call 541.996.1232 to pay by phone or check.

CONTACT INFORMATION:

NAME: _____
ADDRESS: _____

PHONE: _____
E-MAIL: _____
RELATIONSHIP TO PROJECT: _____

SITE INFORMATION:

TAX MAP AND LOT(S): _____
SITE ADDRESS (Location if unaddressed): _____
SQUARE FOOTAGE OF SITE: _____
ZONING DISTRICT: _____
EXISTING USE OF THE SITE: _____

PROPOSED USE OF THE SITE: _____

Pre-application conferences are held, via Zoom, on Thursdays at 9:00, 10:00, or 11:00 a.m. Please list the three preferred Thursdays and times, in order of preference.

Date and Time Preference #1: _____
Date and Time Preference #2: _____
Date and Time Preference #3: _____



Please list individuals, relationship to project, **and email addresses** of those who wish to attend:

1. Name, relationship to project, email: _____
2. Name, relationship to project, email: _____
3. Name, relationship to project, email: _____

Please list specific questions, if any, for the pre-application conference.

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

REMEMBER TO INCLUDE A DETAILED SITE PLAN WITH THIS COMPLETED REQUEST. THE MORE DETAILS PROVIDED ON THE SITE PLAN, THE MORE PERTINENT INFORMATION STAFF CAN PROVIDE AT THE CONFERENCE.

LCMC 2.07.020 Right to inspect public records.

Every person has a right, following a written request in accordance with this code, to a reasonable opportunity to inspect and/or copy non-exempt public records during normal city business hours. All records shall be inspected and copied at the city of Lincoln City place of business. Requests for any records of the city are processed and reviewed in the order they are received and under the procedures identified in the Oregon Public Records Law, city of Lincoln City Municipal Code, as well as the rules, forms and fees, adopted under authority of this city of Lincoln City public records policy.

LCMC 2.07.040 Public records exempt from inspection and copying.

H. Confidential Information Submitted by Citizens – ORS [192.355\(4\)](#). Information submitted to a public body in confidence and not required to be submitted, where the information should reasonably be considered confidential, and the public body has in good faith obliged itself to keep the information confidential, is exempt from disclosure.

Do you wish for this pre-application conference request to be confidential? Yes No