



CITY OF JUNCTION CITY
Planning & Building Department
1171 Elm /PO Box 250, Junction City Or 97448
P: 541-998-2153/ F: 541- 998-3140
jcplanning@ci.junction-city.or.us
www.junctioncityoregon.gov

PRE-APPLICATION MEETING INFORMATION

Before attending a Pre-Application Meeting, you should have a working knowledge of all applicable codes and their requirements and during the meeting present any issues within the context of the Code. The City of Junction City is not responsible for the identification of issues not raised by you. The Pre-Application Meeting is not a replacement for the Development Review process. The Development Review process is a nondiscretionary, administrative review conducted by the city administrator or designee. Development review shall follow JCMC 17.150.070(A)(1), Type I Procedure – Administrative Decision.

Prior to the Pre-Application Meeting, you are expected to:

- Submit a Pre-Application Meeting application, along with payment.

Your Pre-Application fees are \$45/hour for the City Planner and \$60/ hour for the Public Works Director or \$100/ hour for both at a minimum interval of 0.5 hour.

Fees are required for all Pre-Application Meetings and must be paid prior to or at the time your meeting is scheduled. Meetings will not take place without verification that all required fees are paid.

In order to get the most out of your Pre-Application Meeting, please be prepared to:

- Present an overview of the proposed project using a survey, site plan and/or other necessary graphics. Provide additional plan and elevation drawings as is necessary to clearly present issues of your proposal that need clarification and/or feedback.
- Take detailed meeting notes accurately summarizing the issues discussed at the Pre-Application Meeting. This includes documentation of recommendations made and identification of any outstanding issues that require attention.

After the Pre-Application Meeting, please be ready to:

- Within 5 business days of the Pre-Application Meeting, email or deliver a copy of the draft meeting minutes to all City staff represented at the conference for their review in order to clarify any miscommunications that may exist. Upon receipt of applicant's meeting notes, City Staff will review and provide feedback within 10 working days of the delivered document.

ACKNOWLEDGEMENT OF ACCEPTANCE

I, the undersigned, hereby acknowledge receipt of and understand the contents of this Pre-Application Meeting Information document.

Applicant Signature

Date

Print Name



Pre-Application Meeting Project Information Form

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Date Requested for Pre-Application Meeting:

APPLICANT INFORMATION	
PROPERTY OWNER:	
MAILING ADDRESS:	
PHONE:	E-MAIL:
APPLICANT/CONTACT:	
MAILING ADDRESS:	
PHONE:	E-MAIL:
I have the following interest in the Property : <input type="checkbox"/> Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Other _____	

PROJECT INFORMATION
Project Address: _____
What are the existing uses on site? _____ _____
What is the square footage of the existing structure(s)? _____
What is the proposed use(s) and associated square footage of each use? _____ _____
If the project includes dwelling units, how many units are proposed? _____
How many parking spaces are proposed? _____
Does this project include demolition of an existing structure? _____
Is the project a new construction or remodel, or both? _____
Are there any other project/permit numbers associated with this project? _____

