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*I acknowledge that if the actual cost to process and review the application by contracted or full-time staff exceeds the application fee, the applicant will be responsible for the excess charges. The fee would be considered a deposit toward the actual cost.*

**FOR OFFICE USE ONLY**

One Hour Conference fee: \$500  
(limited to one hour unless additional hourly fees are paid)

Date Rec'd/Fee Pd

Receipt No.

**PRE-DEVELOPMENT APPLICATION  
CONFERENCE REQUEST**

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Property Owner: (if different than applicant) \_\_\_\_\_

Address: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Land use action planned (i.e., subdivision, partition...) \_\_\_\_\_

Marion County Map No.(s) \_\_\_\_\_, if available

Marion County Parcel No.(s) \_\_\_\_\_ Marion County Tax Acct No.(s) \_\_\_\_\_

Addition/Subdivision Name (if available) \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

**1. Current Property Information**

a) Address and general location of the property: \_\_\_\_\_

b) Current zoning: \_\_\_\_\_

- c) Total current area (square feet): \_\_\_\_\_
- d) Dimensions of the current property: \_\_\_\_\_
- e) Current use of the property: \_\_\_\_\_
- f) Number of existing structures and general description: \_\_\_\_\_  
\_\_\_\_\_
- g) Is this area served by curbs and sidewalks?                      **YES** ☐ **NO** ☐

2.     **Attachment Required:**

A drawing of the conceptual development containing at a minimum, the following:

- name and addresses of landowners, applicants, engineer, surveyor, planner, architect or other individuals responsible for the plan.
- map number and tax lot or tax account number of the subject properties
- the proposed boundary lines and approximate area of the subject property
- dimensions and size in square feet or acres of (all) proposed parcel(s)
- the approximate location of existing streets, easements, or rights-of-way adjacent to, or within, the subject property, and, existing improvements on the property and important features such as section.