



Marion County

OREGON

Planning Division

Subdivision and Planned Unit Development Pre-Application Conference

What is a Subdivision and Planned Unit Development Pre-Application Conference?

Pre-application conferences provide applicants an opportunity to present subdivision and planned unit development proposals to County staff and other interested agencies prior to submitting land use applications. This advance discussion allows applicants an opportunity to ask questions about applicable codes, required permits and fees, hearings and notices, and timelines. It also allows County staff an opportunity to review preliminary development plans and provide comments to the applicant regarding the project and design. This feedback, early in the development process, can help applicants avoid major plan revisions that are more cumbersome to change after land use applications have been submitted.

Applicants should keep in mind that, due to the preliminary nature of information discussed during pre-application conferences, county staff reserves the right to determine specific requirements after receiving official land use applications. Information obtained during a pre-application conference is subject to subsequent changes in zoning and other applicable regulations. A pre-application conference does not lock in any fees or development requirements in any way.

Subdivision or Planned Unit Development Applications – The Rural Zone Code requires a pre-application conference prior to submittal of a Subdivision Application for property in Marion County.

Pre-Application Conference Fee

Payment of a Pre-Application Conference fee is due when you submit the Pre-Application Conference Request form (attached).

To Schedule a Pre-Application Conference

In Person – Forms may be submitted in person, along with the required materials and fee, at the Marion County Planning Division, 5155 Silverton Rd. NE, Salem.

By Mail – Forms may be mailed, provided the form is completed in full, a check for the fee is enclosed, and all required materials are included. Mail to: Marion County Planning Division, 5155 Silverton Rd. NE, Salem OR 97305. Please keep in mind the County is not responsible for the loss of any materials sent by mail.

Required Materials

- Completed Pre-Application Conference Request form;
- Pre-Application Conference fee;
- Preliminary site plan drawing

Scheduling the Pre-Application Conference

Planning Division staff will contact you by telephone or email to schedule a date and time. Conferences will be scheduled as soon as possible following receipt of your completed form and materials. Please be advised that incomplete information or vague development plans may result in a delay in scheduling your meeting.

PLANNING DIVISION

**SUBDIVISION/PLANNED UNIT DEVELOPMENT
PRE-APPLICATION CONFERENCE REQUEST**

Fee: \$300

Please complete the following information:

Applicant:

NAME _____

MAILING ADDRESS

PHONE _____

FAX _____

E-MAIL _____

SITE ADDRESS _____

SITE SIZE _____

EXISTING USE, STRUCTURES, AND WATER BODIES _____

BRIEF DESCRIPTION OF PROPOSED DEVELOPMENT ON THE SITE

Please submit, **in size 8½” x 11” or 11”x 17”**, at least one copy of the following item:

- ✓ Preliminary site plan drawing showing elevations, existing structures, and proposed property division, drawn to scale, which demonstrates the nature of the proposed development in enough detail to allow County staff and other agencies to review and comment.

Please sign and date below. Payment of the Pre-Application Conference fee is due at the time of submission of this form and the required items.

SIGNATURE _____

DATE _____

STAFF USE ONLY – DO NO WRITE BELOW

Date Received _____ Accepted By _____ Fee Paid
Conference Date/Time _____ Planner Assigned _____
Internal Routing: Planner Engineering Traffic Building Fire Dist. _____
 Other _____