



Pre-Development Application

PO Box 458 * Veneta, OR 97487 * 541-935-2191 * Fax 541-935-1838 * www.venetaoregon.gov

Staff: _____

File #: _____

Meeting Location: _____

Receipt #: _____

Appt. Date: _____

Appt. Time: _____

Print Property Owner Name: _____ Email: _____

Mailing Address: _____ Phone: _____

Print Applicant (*If not owner*): _____ Email: _____

Mailing Address: _____ Phone: _____

Print Agent: _____ Email: _____

Mailing Address: _____ Phone: _____

Township	Range	Section	Tax Lot(s)	Acres	Zone

Subject property address(es): _____

Describe Proposal: _____

Please check one of the two boxes below for the type of Pre-Development appointment you would like to schedule. ***Payment and pre-development form along with questions to be addressed at meeting must be received prior to scheduling a meeting.***

☐ **PRE-DEVELOPMENT CONFERENCE**\$ 500 (deposit)

Prior to submitting a land division application an applicant shall provide a letter of intent to divide with a concept plan map for review by the Planning Official. The Planning Official may require a pre-development conference with the applicant and all affected agencies prior to acceptance of a land division application.

☐ **PRE-DEVELOPMENT MEETING**\$ 130 (fixed fee)

(2 Staff members only/1hour or less). **This meeting cannot be used as a substitute for a Pre-Development Conference.** If after having a pre-development conference an applicant needs additional meeting time (1hour or less) a pre-development meeting may be scheduled. If the Planning Official determines a pre-development conference is not necessary, a pre-development meeting may be requested by the applicant.

Disclaimer: The information provided at the Pre-Application conference/meeting is valid on the date of the conference and may not include all of the provisions within the applicable ordinances. Applicant will be responsible for addressing all applicable provisions within the Zoning and Development Code. Any changes in the property owner(s)/applicant proposal or City/State regulations may render the information invalid.

Property Owner Signature: _____

Applicant Signature: _____

Agent Signature: _____

APPLICATION FEES & DEPOSITS

Fees and deposits are intended to cover the full cost for processing applications. They are not intended to cover the cost for interpretation of ordinances or for long-range planning. Applicants seeking development which requires more than one type of review (such as site plans and conditional use permits) must pay all applicable fees and deposits. Applicant acknowledges and agrees that Applicant's failure to pay City costs over the base fee amounts, as charged monthly by the City, may result in the City pursuing any or all legal remedies available, including but not limited to lien on Property in the amount owed; prosecution for violation of the City's current fee resolution and City Zoning and Development Code; issuance of a stop work order, non-issuance of building permits for Property, or cessation of related proceedings; set-off against any reimbursement owed; and turning amounts owed over to a collection agency.

Application Deposits: Certain application fees are represented by a deposit amount. Applicants shall be charged for actual processing costs incurred by the City. City staff time shall be monitored for applications which require a deposit in lieu of a non-refundable fee. Any unused portion of the deposit shall be returned to Applicant upon completion of the application process, conditions of approval, and any ensuing appeals. Any additional costs incurred beyond the deposit amount shall be charged to and paid by Applicant on a monthly basis. Applicant agrees that Applicant's failure to pay these amounts triggers City's option to pursue any or all remedies, as listed above.