



City of Portland, Oregon - Bureau of Development Services

1900 SW Fourth Avenue • Portland, Oregon 97201 | 503-823-7300 | www.portland.gov/bds



Early Assistance Application

File Number: _____

Appt Date/Time: _____

FOR INTAKE, STAFF USE ONLY

Date Rec _____ by _____

LU Reviews Expected _____

Related cases _____

Y N Unincorporated MC

Y N Potential Landslide Hazard Area (LD & PD only)

Y N Combined Flood Hazard Area

Y N DOGAMI (high)

Qtr Sec Map(s) _____ Zoning _____

Plan District _____

Historic and/or Design District _____

Neighborhood _____

District Coalition _____

Business Assoc _____

Neighborhood within 400/1000 ft _____

APPLICANT: Complete all sections below. Email this application and supporting documents (listed on page 2) to: LandUseIntake@portlandoregon.gov.
Once the application is received, staff will contact you regarding payment and scheduling a date and time for your meeting, if you're requesting a meeting.

Site Address _____ Site Size/Area _____

Property ID(s) R _____ R _____ R _____ R _____ R _____ R _____ R _____

Short Project Description:

Design & Historic Review New development: list project valuation; Renovations: list exterior alteration value

\$

Check the box that indicates which Early Assistance Type you are applying for and if you'd like a meeting or to receive written notes only. Please choose one EA type per application.

Early Assistance Type	City Reviewers	On-line MS Teams meeting & written notes provided	No meeting, written notes provided
<input type="checkbox"/> Pre-application Conference This option is only for proposals that need a Type III or IV land use review. Check here if the proposal includes a street vacation <input type="checkbox"/>	BDS Land Use Services, Transportation, Environmental Services, Water, Parks, others as needed		
<input type="checkbox"/> Design Advice Request Public Zoom meeting with Design Commission or Historic Landmarks Commission	BDS Land Use Services and Design Commission or Historic Landmarks Commission		
<input type="checkbox"/> Zoning and Infrastructure Bureaus Check here if the proposal includes a street vacation <input type="checkbox"/>	BDS Land Use Services, Transportation, Environmental Services, Water, Parks		
<input type="checkbox"/> Zoning Only	BDS Land Use Services		
<input type="checkbox"/> Residential Infill & Middle Housing Land Divisions Discussion of options-no plans will be reviewed. The fee is \$776.	BDS Land Use Services		
<input type="checkbox"/> Pre-Permit Zoning Plan Check	BDS Land Use Services		
<input type="checkbox"/> Public Works Inquiry for 1-2 housing units This option is only for proposals for 1-2 units that don't require a land use review or property line adjustment	Transportation, Environmental Services, Water		

Contact Information of all Interested Parties (Include a separate sheet for additional parties, if needed.)

APPLICANT INFORMATION *Please check this box if the Applicant is also the Owner

Name _____ Company _____

Mailing Address _____

City _____ State _____ Zip Code _____

Day Phone _____ Email _____

Check all that apply: Owner Owner's Representative Other (please list party's role) _____

Name _____ Company _____

Mailing Address _____

City _____ State _____ Zip Code _____

Day Phone _____ Email _____

Check all that apply: Owner Owner's Representative Other (please list party's role) _____

Name _____ Company _____

Mailing Address _____

City _____ State _____ Zip Code _____

Day Phone _____ Email _____

Please submit the following materials with your application to LandUseIntake@portlandoregon.gov

- Written project description, including proposed stormwater disposal system and additional property IDs, if not included on Page 1.
- List of questions to be discussed.
- If you've selected the Residential Infill / Middle Housing Land Division option, we will only accept this completed application & your list of questions (please don't submit anything else). If you want review of site plans for a residential infill option or middle housing land division, please be select either the Zoning Only or the Zoning and Infrastructure Bureaus option.
- Site plans & elevations, drawn to a measurable scale (with scale and scale bar identified). If the site is in a design overlay and you intend to meet community design standards, full-sized drawings are needed to confirm the standards are met.
- If the site is in a design overlay and you're planning to meet design standards, completed scorecards are required. Scorecards are available at <https://www.portland.gov/bds/land-use-review-fees-and-types/design-standards>.

Note the following:

1. See the Land Use Services fee schedule for detailed fee information: www.portland.gov/bds/current-fee-schedules.
2. Public notice (email and internet posting) is provided for Pre-application conferences and Design Advice Requests.
3. Only materials that are submitted with the original Early Assistance application will be addressed by City staff; we are unable to address any additional or edited materials submitted after the application is received.
4. Estimates for System Development Charges (SDCs) are not provided at Early Assistance Meetings. Please refer to [SDC information on the BDS website](#).
5. Plans examiners (building code specialists) do not participate in Early Assistance in any capacity. For life safety and building code questions, consult with a plans examiner by [scheduling a 15-minute appointment](#) or applying for a [Life Safety Preliminary Meeting](#)