



## PUBLIC WORKS – Preconcept Intake Requirements

Early two-way communication between the City of Portland and the applicant is critical to your project’s success. Clear guidance is ideally provided to applicants and their design consultants to prepare plans that city staff can effectively review, minimizing time and costs.

The following minimum preconcept intake requirements are provided to assist the applicant prepare for long term success. The intake requirements must be shown on preliminary plans before the plans can be submitted to city engineering staff to begin their review. Both existing and proposed information must be provided.

Applicant Information		
Primary Contact, check all that apply <input type="checkbox"/> Applicant <input type="checkbox"/> Owner <input type="checkbox"/> Other		
Name:	Company:	
Mailing address:		
City:	State:	Zip Code:
Day Phone:	Email:	

**Incomplete requirements will be returned to the applicant for correction.**

Existing	Proposed	Accepted By City	Required Preconcept Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property & any cross streets identified for location purposes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Onsite structures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utility mains and connections, including but not limited to water, sewer, power, comms, gas, streetlights, signals
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Right of Way Lines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Access points, including all driveways and doorways within 5’ of property line
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street Trees
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Private Trees within 15’ of proposed right-of-way lines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed right-of-way improvements shown on plan view scale; profiles to be shown if there are grading/drainage that includes proposed changes to be discussed. Profiles should also be shown if a non-standard arrangement of utilities is proposed or if new water or sewer mains are proposed.

## Questions for staff to address — Additional items to discuss.

Be specific & detailed with project details to be discussed. *Examples of discussion items could include:*

- Stormwater Management proposals outside of typical systems.
- Utility conflicts existing & proposed, below & above ground.
- Preservation of existing improvements such as trees or ADA ramps.
- New Service locations in relation to required improvements.
- Curb extensions with potential turning or drainage concerns.
- Driveway access points & approvability.

**Add questions or additional items to discuss below:**