



# 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 \_\_\_\_\_

Required  Optional

- Y N Unincorporated MC
- Y N Flood Hazard Area (LD & PD only)
- Y N Potential Landslide Hazard Area (LD & PD only)
- Y N 100-year Flood Plain
- Y N DOGAMI

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 that apply to the proposal. Please print legibly.  
Email this application and supporting documents to: LandUseIntake@portlandoregon.gov**

### Development Site

Address \_\_\_\_\_ Cross Street \_\_\_\_\_ Site Size/Area \_\_\_\_\_

Tax account number(s) R \_\_\_\_\_ R \_\_\_\_\_ R \_\_\_\_\_

Adjacent property in same ownership R \_\_\_\_\_ R \_\_\_\_\_ R \_\_\_\_\_

### Short Project Description:

include proposed stormwater disposal methods. Attach additional sheets for a more detailed description, if needed.

**Design & Historic Review** (New development: give project valuation. Renovation: give exterior alteration value) \$ \_\_\_\_\_

**APPLICANT:** Select an Early Assistance Type and check boxes for desired meeting/written notes options:

Early Assistance Type	City Reviewers	On-line MS Teams meeting & written notes provided <sup>1</sup>	No meeting, written notes provided
<input type="checkbox"/> <b>Pre-application Conference<sup>2</sup></b> required for Type III and IV land use reviews	BDS Land Use Services, Transportation, Environmental Services, Water, Parks, others as needed	<input type="checkbox"/>	
<input type="checkbox"/> <b>Design Advice Request<sup>2</sup></b> Public Zoom meeting or written notes only with Design Commission or Historic Landmarks Commission	BDS Land Use Services and Design Commission or Historic Landmarks Commission		
<input type="checkbox"/> <b>Early Assistance - Zoning and Infrastructure Bureaus</b> (including initial bureau responses for street vacations)	BDS Land Use Services, Transportation, Environmental Services, Water, Parks	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>Early Assistance - Zoning Only</b>	BDS Land Use Services	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>Pre-Permit Zoning Plan Check</b> <input type="checkbox"/> 1-2 housing units <input type="checkbox"/> All other development	BDS Land Use Services		<input type="checkbox"/>
<input type="checkbox"/> <b>Public Works Inquiry for 1-2 housing units</b> No land use review or property line adjustment expected	Transportation, Environmental Services, Water		<input type="checkbox"/>

<sup>1</sup>Where a meeting is optional, an additional fee applies for the meeting in addition to written notes. Please see the Land Use Services fee schedule for detailed fee information: [www.portland.gov/bds/documents/land-use-services-fee-schedule](http://www.portland.gov/bds/documents/land-use-services-fee-schedule).

<sup>2</sup>Public notice (email and internet posting) provided for Pre-application conferences and Design Advice Requests.

---

**Applicant Information** For Early Assistance options that include a meeting, indicate who should be invited by BDS staff. A legible email address must be provided. Include separate sheet for additional names if needed.

**PRIMARY CONTACT, check all that apply**  Applicant  Owner  Other \_\_\_\_\_

Invite to MS Teams Meeting?:  Yes  No

Name \_\_\_\_\_ Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Day Phone \_\_\_\_\_ email \_\_\_\_\_

---

**Check all that apply**  Applicant  Owner  Other \_\_\_\_\_

Invite to MS Teams Meeting?:  Yes  No

Name \_\_\_\_\_ Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Day Phone \_\_\_\_\_ email \_\_\_\_\_

---

**Check all that apply**  Applicant  Owner  Other \_\_\_\_\_

Invite to MS Teams Meeting?:  Yes  No

Name \_\_\_\_\_ Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Day Phone \_\_\_\_\_ email \_\_\_\_\_

---

**Please submit this application via email with the following materials to**

**LandUseIntake@portlandoregon.gov:**

- Written project description
- Site plans drawn to a measurable scale, with scale and scale bar identified
- Building elevations drawn to a measurable scale (if appropriate), with scale and scale bar identified

Once the application is received, staff will contact you regarding payment and scheduling a date and time for your meeting.

**Questions to be discussed:**

Please include on a separate sheet of paper all questions you wish to be addressed.

**Note:**

1. Only material submitted with the original application will be addressed by City staff; we are unable to address any additional material that is submitted after the application is received.
2. For some proposals, such as those using the Community Design Standards, you will receive more detailed information if you provide full-sized plans.
3. Estimates for System Development Charges (SDCs) are not be provided at Early Assistance Meetings. Refer to SDC information on the BDS website.
4. Plans examiners do not participate in Early Assistance meetings and they do not provide written comments. For life/safety and building code questions, consult with a plans examiner in the Permit Center or schedule a Life Safety Preliminary Meeting ([www.portland.gov/bds/documents/life-safety-preliminary-meeting-request-packet](http://www.portland.gov/bds/documents/life-safety-preliminary-meeting-request-packet)).

Following a pre-application conference, the summary report with web links to forms and handouts will be e-mailed to you. If you prefer to receive paper copies, please check this box.