



# 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 100-year Flood Plain
- 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 described below to: [LandUseIntake@portlandoregon.gov](mailto:LandUseIntake@portlandoregon.gov). Once the application is received, staff will contact you regarding payment and scheduling a date and time for your meeting.

Site Address \_\_\_\_\_

Site Size/Area \_\_\_\_\_

Property ID(s)    R \_\_\_\_\_ R \_\_\_\_\_ R \_\_\_\_\_ R \_\_\_\_\_

**Short Project Description:** do not leave blank or direct to "see attached". Attach additional sheets for a more detailed description, if needed.

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

**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	No meeting, written notes provided
<input type="checkbox"/> <b>Pre-application Conference</b> Only 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</b> Public Zoom meeting with Design Commission or Historic Landmarks Commission	BDS Land Use Services and Design Commission or Historic Landmarks Commission		
<input type="checkbox"/> <b>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>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> Only for 1-2 unit projects that do not require a land use review, land division or property line adjustment	Transportation, Environmental Services, Water		<input type="checkbox"/>

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**Applicant Information** Include a 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 \_\_\_\_\_

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**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 \_\_\_\_\_

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**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 \_\_\_\_\_

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**Please submit the following materials to [LandUseIntake@portlandoregon.gov](mailto:LandUseIntake@portlandoregon.gov):**

- Written project description, including proposed stormwater disposal system and additional property IDs if not included above.
- List of questions to be discussed.
- Site plans drawn to a measurable scale, with scale and scale bar identified and building elevations drawn to a measurable scale (if appropriate), with scale and scale bar identified.
- 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:**

1. See the Land Use Services fee schedule for detailed fee information: [www.portland.gov/bds/current-fee-schedules](http://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 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.
4. For some proposals, such as those using the Community Design Standards, you will receive more detailed information if you provide full-sized plans.
5. Estimates for System Development Charges (SDCs) are not provided at Early Assistance Meetings. Refer to SDC information on the BDS website.
6. 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 by scheduling a 15-minute appointment or 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)).