



A pre-application conference is required for all Type II, III and IV land use applications and for some Type I land use applications at the discretion of the Director. The applicant must submit the following information with the pre-application fee and application form to schedule a conference.

A. Electronic Submission of the following:

1. Completed Pre-Application Conference Request Form
2. Site Plan, not engineered but accurate, drawn to scale (1"=20', 30' or 50')
(see requirements for the Site Plan listed below)
3. Building Elevations (if applicable), drawn to scale

B. Filing Fee per Fees and Charges Resolution

C. Any additional information required by the Sandy Municipal Code

A meeting will be scheduled with representatives from the Fire District, Public Works Department, Building Division, Planning Division and in some instance's agencies such as the Oregon Department of Transportation. The applicant, as part of the formal application for the land use decision must address issues raised at the pre-application conference.

D. Other Electronic submissions that may be required

1. Flood, slope & hazard analysis, if portions of the site have slopes in excess of 15%, floodplains, floodways, wetlands, etc;
2. Traffic impact report;
3. Survey; and,
4. Other documents as required by the Development Services Director.

** Hard copies may be required for subdivision submittals or other larger projects.*

Site Plan Requirements:

1. Names and rights-of-way of all streets within 100 feet of proposed development;
2. Approximate Topography with contour lines at 10-foot intervals;
3. Identification of constrained slopes between 15% and 25%;
4. Identification of steep slopes in excess of 25%;
5. Proposed land uses, including number of units, building sizes, outdoor storage areas, etc.;
6. Natural features, including trees, streams, rock outcroppings, etc.;
7. Waterways, wetlands, and drainage areas;
8. Approximate size and dimension of lots;
9. Current and proposed street, parking, and internal circulation patterns;
10. Contiguous holding of owner indicating present and future plans for all holdings;
11. Location of existing and proposed structures, including sheds and outbuildings; and,
12. Location of existing and proposed utilities.



Type I

- * Design Review for single-family dwellings, duplex dwellings, manufactured homes on individual lots, manufactured homes with MH parks, accessory dwellings and structures.
- * Building Permit review
- * Flood Slope and Hillside Development-Uses listed in 17.60.40 (A)
- * Property Line Adjustments

Type II

- * Design Review
- * Minor Conditional Use Permit
- * Historic Preservation Provisions Procedures for Alteration of an Historic Resource
- * Adjustments & Variances of up to 20% of a Quantifiable Dimension which does not increase density
- * Subdivisions in compliance with all standards of the Development Code
- * Partitions and Minor Replats
- * Flood, Slope and Hillside Development and Density Transfer-Uses listed in 17.60.40 (B)
- * Request for Interpretations

Type III

- * Conditional Use Permit
- * Flood Slope and Hillside Development-Uses not listed in 17.60.40
- * Nonconforming Uses
- * Variances greater than 20% of a Quantifiable Dimension or Variances which increase density
- * Village Concept Plan and Village Master Plan
- * Special Variance
- * Subdivisions and Major Replats that are not in conformance with the Development Code
- * Request for Interpretations

Type IV

- * Comprehensive Plan Text or Map Amendment
- * Zoning District Map Changes
- * Village Specific Area Plan (Master Plan)
- * Annexations
- * Extension of City Services Outside the City Limits
- * Vacating of Public lands and Plats
- * Zoning Map Overlay Districts

Review Level:

Staff reviews all Type I and II decisions. The Planning Commission reviews all Type II and IV applications. The City Council reviews all Type IV applications after review by the Planning Commission.

* If you have any questions or need additional information, please contact the Development Services Department at 503-489-2160.