PROJECT CONSULTATION (PC) MEETING APPLICATION

Eugene Building & Permit Services

PROJECT INFORMATION

The more details and information provided with the application – as listed below – the more prepared staff will be to provide answers in the meeting. The following information is **required** at the time of application:
- Narrative description of the project and characteristics of the use/occupancy.

The following documentation is optional (but highly recommended):
- Written list of questions or issues to be discussed at the meeting.
- Plans, details, code analysis and other information sufficient for staff to research and answer the questions.

This documentation can be uploaded any time after scheduling a meeting. Keep in mind that new information provided less than two weeks before the meeting may not be able to be fully addressed during the meeting.

Address:	
Map & Tax Lot #:	
Project Description	
Narrative of project:	

APPLICANT INFORMATION

Primary Applicant:

Enter primary contact's name

Relationship to project (select one):

❑ Owner ❑ Owner's Agent ❑ Lessee ❑ Contractor ❑ Licensed Architect
❑ Landscape Architect ❑ Licensed Engineer

Email:	Phone #
Address:	
City	State	Zip

OWNER INFORMATION (If not primary applicant listed above)

Name:	Phone:
E-mail:	
Address:	
City, State, Zip:	

STAFF REQUESTED

Please check box of staff you would like to have in attendance at the meeting

❑	***Planning*** Development of property that requires a land use application such as partition, subdivision, planned unit development, site review, conditional use permit, zone change, Willamette Greenway, etc.
❑	***Land Use*** Development standards related to zoning, permitted use, landscaping, vehicle and bicycle parking, multi-family or other general or special development standards
❑	***Public Works*** Development standards related to stormwater, wastewater, access (driveways), special flood hazard, System Development Charges (SDC's), use of the public way, etc.
❑	***Building Codes*** Oregon Specialty Codes including review of the code assumptions for items such as location of structure on site, occupancy and construction type, height & area, specific fire & life safety questions, accessibility requirements, alternate materials and methods, mechanical and energy code questions, etc.
❑	***Structural*** Structural provisions of the Oregon Structural Specialty code including wind and seismic design parameters for Eugene, seismic retrofit requirements for additions, alterations, and change of occupancy, flood resistant design and construction, etc.
❑	***Fire*** Eugene Fire Code including items such as hydrant spacing/quantity, fire access, fire vehicle turn-around, aerial apparatus access, alarm or sprinkler design requirements, hazardous materials, emergency radio responder coverage requirements, etc.
❑	***Erosion Prevention*** Development standards relating to the monitoring of construction sites to ensure protection of city stormwater systems and natural resources
❑	***Other***

SCHEDULING

Select an available meeting time from the Project Consultation calendar.

For additional information on this development service contact Building and Permit Services by email or at (541) 682-5505 or visit us at 99 West 10th Avenue, Eugene, Oregon 97401.

LOGISTICS

- Does this project involve a land use application?   _____Yes   _____No
- Has there been a previous Project Consultation meeting?   _____Yes   _____No
- Is this intended to be a phased permit project?
  (See page 2 for more details.)   _____Yes   _____No
- Is this project currently under review for a permit?   _____Yes   _____No
- Will any participants need to conference call into meeting?   _____Yes   _____No

GENERAL NOTES

- Our objective is to answer your questions with the best information we have at hand, advising you of regulations and codes that apply to your project. We also may give you some tools to meet requirements and offer design alternatives to achieve community standards.
- Meetings are designed for applicants, the applicant's designers and representatives, and staff. They are not public meetings, but they may be open to others at the applicant discretion.
- Staff will also attempt to look at the broader picture, but this meeting is not intended to be a complete plan review. Comments do not represent official decisions, but are intended to provide reliable information to aid applicants in planning and designing their projects.
- The applicant is responsible for taking notes and recording information discussed during the meeting.
- If an official code determination is needed, please discuss your request with staff. These processes include land use code interpretations by the Planning Director, Alternative Materials & Methods (AMM) approvals by the Building Official, and other actions.
- With prior approval from Planning staff, a Project Consultation will meet the requirements for City acceptance of land use applications requiring a pre-application conference. These conferences provide an initial technical review of potential plans before official submittal of the land use application.

> *Please be aware Project Consultation Applications and materials are public record. Notification of the Project Consultation including the applicant, project description, and project location are included in a notification process provided to interested parties.*

PHASED PERMITS

All applicants wanting to phase their projects are required to attend a project consultation meeting to scope out the project. The goal is to allow the applicant and the plan reviewers who will be reviewing the project the opportunity to clearly outline each phase of the project. The applicant can choose to submit the first phase of the project immediately after this meeting, provided plans meet current completeness standards.

Phased permits typically contain the following components, whether separately or in combination: erosion control measures, tree and natural resource protection measures, site preparation, including excavation and grading, site utilities, foundation, building shell, and tenant infill.

Please indicate below how your project will be phased:

Phase: _____ Anticipated Submittal Date: _____ Description: _____

_____

_____

Phase: _____ Anticipated Submittal Date: _____ Description: _____

_____

_____

Phase: _____ Anticipated Submittal Date: _____ Description: _____

_____