



City of Scio

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cathy@sciooregon.gov

Pre-Application Consultation Meeting Form

APPLICANT INFORMATION

Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____

Applicant Certification

I hereby certify that the statements, attachments, exhibits, plot plan and other information submitted as a part of this application are true; that the proposed land use activity does not violate covenants, conditions and restrictions associated with the subject property; and any approval granted based on this information may be revoked if it is found that such statements are false.

I acknowledge and agree that I will be responsible for any additional costs incurred by the City of Scio for the review and processing of this land use application in accordance with the city's land use fee policies.

Signature: _____ Date: _____

PROPERTY OWNER INFORMATION

Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____
Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____

PROPERTY INFORMATION

Situs Address: _____
Assessor Map & Tax Lot Number(s): _____
Brief Description of the proposal: _____ _____ _____ _____

ENGINEER/DESIGNER/SURVEYOR CONTACTS

Name: _____	Phone: _____
Firm Name: _____	Cell: _____
Address: _____ _____	Email: _____
Name: _____	Phone: _____
Firm Name: _____	Cell: _____
Address: _____ _____	Email: _____

FEES AND COSTS INCURRED BY THE CITY ARE THE APPLICANT'S RESPONSIBILITY

The application fee is used to cover the costs incurred by the City of Scio in processing the application, including but not limited to: the time spent by the city staff, professional fees for the City Planner, Engineer and/or City Attorney and for the costs to publish hearing notices, recording of documents or other administrative costs.

If the application fee does not cover all of the costs incurred by the City of Scio, the applicant/or applicant's representative requesting the land use action will be billed by the City of Scio for the additional costs incurred by the City. The applicant shall pay the City immediately upon receipt of a bill. Failure to pay fees as prescribed in the city's land use fees resolution may result in building permits, utility service connections or other development approvals being withheld until the collection of fee's are paid in full or otherwise resolved.

By executing and filing this land use application, the applicant and/or applicant's representative acknowledges and agrees to reimburse the City for any additional costs incurred by the City to process the land use application.

REQUIRED SUBMITTALS

- Signed Application
- A \$150.00 Filing Fee

OFFICE USE ONLY
PROCESS SUMMARY TIMELINE

Date Received: _____ Payment Received: _____

Received by: _____ Receipt No.: _____

Additional materials requested: _____

Type of Application Recommended: _____

Materials/Studies required with Full Application: _____
