Early Assistance Options - Land Use Services

City of Portland, Oregon - Bureau of Development Services
1900 SW 4th Avenue, Portland, Oregon 97201 • www.portlandoregon.gov/bds

The Land Use Services Division of the Bureau of Development Services (BDS) offers several types of early assistance prior to submittal of a land use review or building permit application.

	Meet with Land Use Planner in the DSC	Early Zoning Standards Review	Early Assistance Appointment	Design Advice Request	Pre-application Conference
Description	Land Use planners are available in the Development Services Center (DSC) to answer questions regarding all types of projects that are subject to zoning regulations, including small- and large-scale residential, commercial, and industrial development, projects in design or environmental zones, land divisions and other land use reviews.	Early Zoning Standards Review allows proposed projects or sites to be reviewed for compliance with the Zoning Code prior to applying for a building permit. An applicant may have a proposed project and submit a site plan with elevations. Alternatively, an applicant may receive a summary of applicable development standards for a site without a specific development proposal or proposed site plans.	Early Assistance Appointments outline the zoning and land use requirements and regulations that affect a property when a land use review is required. There are of four types: • Land Division – For land division or planned development proposals. • Environmental or Greenway – For proposals (including land divisions) located within environmental or greenway overlay zones. • Design – For proposals in design overlay zones. • Historic – For proposals in historic or conservation districts or landmark buildings. • Other Land Use Review – For proposals involving reviews such as Adjustment, Conditional Use, Master Plan, Nonconforming Situation Review, and Zone Change.	Design advice may be requested from the Design Commission or Historic Landmarks Commission prior to submitting a Type III Design Review or Historic Review. Design Advice Requests may not be made for a specific project or site with an active Design Review or Historic Design Review application.	The Pre-application Conference provides the applicant with information on submittal requirements, procedures, and regulations that affect a project. The conference is attended by a Land Use planner from the Bureau of Development Services and typically by City Bureaus such as Transportation and the Bureau of Environmental Services. Other bureaus, such as the Fire Bureau and the Water Bureau, may also provide information.
Required?	Optional	Optional	Optional	Optional. Required if requesting additional height in N. Interstate Plan District height opportunity area.	Required prior to submittal of all Type III & IV land use reviews. Optional conferences may be requested.
Recommended?	Recommended for all projects	Recommended for large and/or complex projects to: • Ensure development standards are met; • Identify any possible land use reviews; and/or • Determine whether the Community Design Standards can be met for sites in the Design 'd' overlay zone.	Recommended for applicants unfamiliar with land use review requirements and processes and/or to obtain early feedback and identification of issues on a proposal prior to submittal of: • Type I, Ix, II, or IIx land use review; • Building permit; or • Pre-application Conference (required for Type III & IV Reviews).	Recommended for large, complex and/or unique projects to obtain preliminary feedback from the Design Commission or Historic Landmarks Commissions prior to submittal of a Type III Design Review.	Recommended for projects that may have complex infrastructure issues (street improvements, sewer, or stormwater) or questions for City service bureaus. Optional conferences may be requested prior to submittal of: • Type I, Ix, II or IIx land use reviews; or • Building permit.
Who attends?	Land Use planner,staff from other City bureaus are also available in the DSC	Land Use planner reviews plans after submittal	Land Use planner, staff from Transportation and BES may provide comments	Land Use planner and Design Commission or Historic Landmarks Commission	Land Use planner and staff from other City bureaus and agencies
Length of meeting?	Approximately 20 minutes	No meeting	1 hour	Approximately 1½ hours	1½ hours
What is the fee?	No fee	Refer to the current Land Use Services Fee Schedule, www.portlandoregon.gov/bds fees tab, or call the Zoning Hotline (503) 823-7526	Refer to the current Land Use Services Fee Schedule, www.portlandoregon.gov/bds fees tab, or call the Zoning Hotline (503) 823-7526	Refer to the current Land Use Services Fee Schedule, www.portlandoregon.gov/bds fees tab, or call the Zoning Hotline (503) 823-7526	Refer to the current Land Use Services Fee Schedule, www.portlandoregon.gov/bds fees tab, or call the Zoning Hotline (503) 823-7526
What do I submit?	• Information that describes the project • Site address, location	• Early Assistance Application form • Written project description • Fee • Site Plans (1 set to scale; 1 copy 8.5x11") • Building elevations (1 set to scale; 1 copy 8.5x11") • Finished floor elevations	• Early Assistance Application form • Written project description • Fee • Site plans (1 copy 8.5x11") • Building elevations (if appropriate) (1 copy)	• Early Assistance Application form • Written project description • Fee • Site plans (2 sets to scale; 1 copy 8.5x11") • Building elevations (2 sets)	• Early Assistance Application form • Written project description • Fee • Site plans (2 copies 8.5x11") • Building elevations (if appropriate) (2 copies)
Where do I submit?	Development Services Center (DSC) 1900 SW Fourth Avenue, 1st Floor, For business hours, see www.portlandoregon.gov/bds or call the Zoning Hotline (503) 823-7526.				
When does the meeting occur?	Walk-in during DSC business hours	Submit during DSC business hours	Appointment generally occurs within 21 days of request	Public hearing generally occurs within 5 weeks of request	Conference generally occurs within 4-5 weeks of request
What's next?	Applicant submits for land use review, building permit (if a land use review is not required), pre-application conference (required for a Type III or Type IV land use review) or other early assistance option.	Within 3 weeks of request, Land Use planner mails a summary outlining development standards and identifying any required land use reviews. Applicant then applies for pre-application conference (required for a Type III or Type IV land use review), land use review or building permit (if a land use review is not required).	A written summary is provided by the land use planner. Applicant applies for a pre-application conference (required for a Type III or Type IV land use review), land use review or a building permit (if a land use review is not required).	Within 2 weeks of hearing, Land Use planner mails summary of commission response to the applicant. Applicant then applies for pre-application conference or land use review (if pre-application conference has occurred).	Within 3 weeks of conference, a summary report of all City bureau requirements is mailed to the applicant. Applicant then applies for a land use review or building permit (if a land use review is not required).