



Pre-Application Conference Helpful Tips

The City of Fairview offers applicants for development approvals the opportunity to meet with staff before submitting plans for city review. The purpose of the pre-application conference is to help you make a successful application and reduce delay. These guidelines describe how to go about requesting a conference:

What you will need to request a meeting

- Submit a City of Fairview Pre-Application Conference Request Form.
- \$150 fee, which covers part of the cost to provide the service.
- Availability to meet on an upcoming Thursday morning at 9:30 or 10:30. In order to simplify scheduling, Thursday mornings are reserved for pre-application conferences.
- A list of questions that you would like the City to answer at the meeting.
- 6 sets of preliminary drawings of the development proposal or submit an electronic copy at the time of meeting request.

How quickly can a meeting be scheduled?

Meetings are typically scheduled on a Thursday no sooner than two weeks from the day a complete application is submitted. This allows staff to review the application materials and prepare for the meeting.

Who attends the meeting?

Depending on the type and complexity of the request, representatives of the following departments attend the meeting.¹

- Planning
- Public Works
- Fire and Emergency Services
- Building
- Transportation

Who to contact if you have questions:

Community Development Department (503) 674-6206

¹ The City of Fairview contracts with the City of Gresham for Fire and Emergency Services. In some cases the City of Gresham or Multnomah County will be involved with transportation issues.