



Planning Division
City of Bend
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PRE-APPLICATION MEETINGS

The purpose of a Pre-Application Meeting (Pre-App) is to help an applicant understand City development regulations and procedures that may apply to their project, and any high-level issues that could affect feasibility of a development proposal.

What is a Pre-Application Meeting?

A Pre-Application meeting is an optional meeting between City staff and a developer or property owner who is considering a development project and occurs **before** a formal application is submitted to the City. Pre-Application meetings are highly recommended for complex land use applications or applicants who are unfamiliar with the land use process.

A Pre-Application meeting is informal, and typically consists of applicants asking questions about Bend's [Development Code](#) to better understand the regulations and site attributes that may affect their project. The applicant submits a plan of the proposed development and specific questions they would like answered so that staff can be prepared for the meeting. Although there are minimal submittal requirements for a Pre-Application meeting, the results of the discussion are based on the quality and detail of information provided by the applicant.

What is the Cost of a Pre-Application Meeting?

There is no charge for these meetings. Typically, staff from the Planning Division, Private Development Engineering Division, and Fire Department are in attendance. Other City and partner agency staff may be invited depending on the questions asked by the applicant in advance or unique characteristics of the project site. Staff research in advance of the Pre-Application meeting is typically limited to about 2 hours for each project and focuses on the questions submitted by the applicant.

How Does the Pre-Application Meeting Process Work?

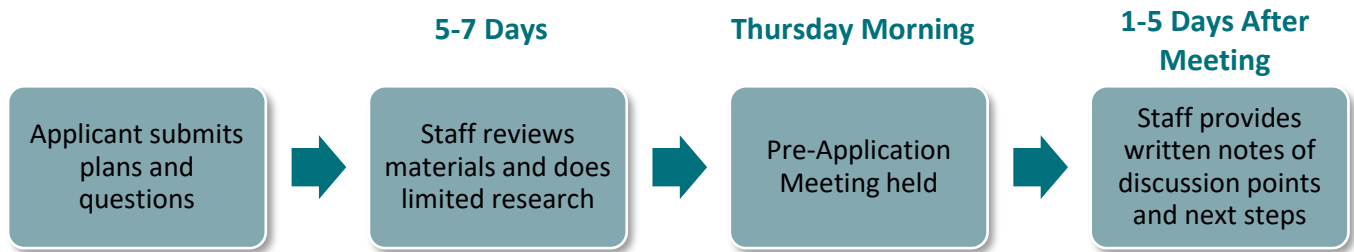
There are four Pre-Application meeting appointments each week on Thursday mornings, with each one lasting about 45 minutes. The meetings are recorded and can be provided to the applicant upon request, for future reference. Project materials must be submitted at least one week in advance of the anticipated meeting date. Meetings are scheduled once all necessary materials are uploaded to [CityView](#), the City's online permit center portal. Occasionally, meetings may be booked out several weeks.



Accommodation Information for People with Disabilities

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact the Planning Division at planning@bendoregon.gov or (541) 388-5580; Relay Users Dial 7-1-1.

Typical Pre-Application Meeting Timeline



Information provided at the Pre-Application meeting is intended to aid in the design of the development and is not a decision or formal position of the City. Staff feedback is based on the codes, standards, and specifications in place during the Pre-Application meeting.

It is common for a project to change based on the discussion at the Pre-Application meeting, and applicable City codes and standards may also change by the time a formal application is submitted. The project will ultimately be reviewed for compliance with regulations in effect at the time of a formal application submittal.

Due to the limited information typically provided to the City for a Pre-Application meeting, and limited time for staff preparation, issues discussed are not a comprehensive list of all standards that may be applied during the formal application review and construction process.

What To Expect with A Pre-App

- High level overview of applicable Development Code requirements
- Any “red flags” or major project issues
- Staff feedback that reflects the level of detail submitted.
- Next steps if you proceed with the project
- You may receive questions that require further research to resolve issues raised

What Not to Expect With A Pre-App

- Detailed staff review of the proposal or project site
- Encumbrances or limitations on the project site not previously disclosed to staff
- Building Code analysis of the proposal
- A formal determination of whether the project can be approved

What is Required to Request a Pre-Application Meeting?

The following items are required to be uploaded through the Online Permit Center Portal:

- Project Narrative and/or Specific Questions for Staff
- Conceptual Site Plan
- Building Elevations (if applicable)
- Floor Plans (if applicable)
- Phasing Plan (if applicable)
- Tentative Plan (if applicable)



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