



## Coos County Planning Department

Coos County Courthouse Annex, Coquille, Oregon 97423

Mailing Address: 250 N. Baxter, Coos County Courthouse, Coquille, Oregon 97423

Physical Address: 225 N. Adams, Coquille, Oregon

541-396-7770

FAX (541) 396-1022 / TDD (800) 735-2900

[planning@co.coos.or.us](mailto:planning@co.coos.or.us)

Jill Rolfe, Planning Director

## PRE-APPLICATION MEETING REQUEST

Is this a pre-application meeting request for a rezone of your property, an Ordinance Text Amendment, or a Comprehensive Plan Amendment? The following items shall be submitted with your request:

1. Completely fill out the attached form.
2. Identify what zone you would like to rezone to. If you are not sure what zone would be appropriate make sure to explain your entire proposal so staff may offer some suggestions.
3. Include the appropriate fee to cover the cost of the meeting (Contact the Planning Department to determine the current fee).

Is this a non-rezone pre-application meeting request to discuss your project. These types of meetings are designed to invite all agencies that would be involved at some point with your proposal. The following items shall be submitted with your request:

1. Completely fill out the attached form.
2. Include a plot plan of the existing development.
3. Include a plot plan of proposed development or uses.
4. Include details about your proposal so we can ensure inviting the appropriate agencies.
5. Include the appropriate fee to cover the cost of the meeting (Contact the Planning Department to determine the current fee).

**Please make sure your letter is legible. If we cannot read your information, we cannot contact you and the meeting cannot be scheduled.**

The Coos County Planning Department will do the following:

1. Coordinate and schedule a meeting.
2. Notify you in writing of the meeting date.  
(If you have dates that you can not attend please identify in your request)
3. Mail out a pre-application report for discussion at the meeting.



**Coos County  
Planning Department  
Pre-Application  
Meeting Request Form**

Official Use Only
FEE: _____
Receipt No. _____
Check No./Cash _____
Date _____
Received By _____
File No. _____

The following application must be completed in full. The County will use these answers in its preparation for the meeting. This form may be submitted in person at 225 N. Adams or mailed to 250 N. Baxter, Coquille OR 97423. If you need to contact the Coos County Planning Department you may call 541 396-7770, e-mail at [planning@co.coos.or.us](mailto:planning@co.coos.or.us) or visit us in person.

**A. PLEASE PRINT OR TYPE:**

Applicant(s) \_\_\_\_\_

Property Owner(s) \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Property Information:**

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot# \_\_\_\_\_

**Only pertains to rezone request:**

Current zoning: \_\_\_\_\_ Proposed zoning: \_\_\_\_\_

**Explanation or reason for your pre-application request:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_