



# PROJECT CONSULTATION (PC) MEETING APPLICATION

<b>PROJECT INFORMATION</b>		<b>For City Use</b>	
Project Address:		Date Rec'd:	
Map & Tax Lot #:		File #:	
Project Name & Description:			
<b>OWNER INFORMATION</b>			
Name:		Phone:	
Address:			Unit #:
City, State, Zip: <small>City</small>		<small>State</small>	<small>Zip Code</small>
<b>APPLICANT INFORMATION</b>			
Name:		Phone:	
E-mail:		Fax:	
Address:		Alternate Phone:	
City, State, Zip: <small>City</small>		<small>State</small>	<small>Zip Code</small>

## BASIC PROJECT INFORMATION

The more details and information provided with the application – as listed below – the more prepared staff will be to provide answers in the meeting. New information provided less than two weeks before the meeting may not be fully addressed during the meeting.

- Narrative description of the project and characteristics of the use/occupancy.
- Written list of questions or issues to be discussed at the meeting.
- Plans, details, and other information sufficient for staff to research and answer the questions.

PC applications and plans should be submitted electronically to [permitinfo@ci.eugene.or.us](mailto:permitinfo@ci.eugene.or.us). If you submit hard copies 5 sets are requested.

## LOGISTICS

- Is this project pursuing green building certification (Earth Advantage, LEED, Passive House, or Living Building Challenge)?  Yes  No
- Has there been a previous Project Consultation meeting?  Yes  No
- Is this a Phased Project? (See page 2 for more details.)  Yes  No
- Is this project currently under review for a permit?  Yes  No

## SCHEDULING

Please identify your preferred meeting dates below. **We aim for 2 weeks from the date of application so that we are able to make sure the correct staff is able to attend the meeting to best serve you.**

Preferred meeting date \_\_\_\_\_ Alternate meeting date \_\_\_\_\_

**For additional information on this development service contact Building and Permit Services at (541) 682-5086 or visit us at 99 West 10th Avenue, Eugene, Oregon 97401.**

**GENERAL NOTES**

- Our objective is to answer your questions with the best information we have at hand, advising you of regulations and codes that apply to your project. We also may give you some tools to meet requirements and offer design alternatives to achieve community standards.
- Meetings are designed for applicants, the applicant’s designers and representatives, and staff. They are not public meetings, but they may be open to others at the applicant discretion.
- Staff will also attempt to look at the broader picture, but this meeting is not intended to be a complete plan review. Comments do not represent official decisions, but are intended to provide reliable information to aid applicants in planning and designing their projects.
- The applicant is responsible for taking notes and recording information discussed during the meeting.
- If an official code determination is needed, please discuss your request with staff. These processes include land use code interpretations by the Planning Director, Alternative Materials & Methods (AMM) approvals by the Building Official, and other actions.
- With prior approval from Planning staff, a Project Consultation will meet the requirements for City acceptance of land use applications requiring a pre-application conference. These conferences provide an initial technical review of potential plans before official submittal of the land use application.

*Please be aware Project Consultation Applications and materials are public record. Notification of the Project Consultation including the applicant, project description, and project location are included in a notification process provided to interested parties.*

**PHASED PERMITS**

All applicants wanting to phase their projects are required to attend a project consultation meeting to scope out the project. The goal is to allow the applicant and the plan reviewers who will be reviewing the project the opportunity to clearly outline each phase of the project. The applicant can choose to submit the first phase of the project immediately after this meeting, provided plans meet current completeness standards.

Phased permits typically contain the following components, whether separately or in combination: erosion control measures, tree and natural resource protection measures, site preparation, including excavation and grading, site utilities, foundation, building shell, and tenant infill.

Please indicate below how your project will be phased:

Phase: \_\_\_\_\_ Anticipated Submittal Date: \_\_\_\_\_ Description: \_\_\_\_\_

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

Phase: \_\_\_\_\_ Anticipated Submittal Date: \_\_\_\_\_ Description: \_\_\_\_\_

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

Phase: \_\_\_\_\_ Anticipated Submittal Date: \_\_\_\_\_ Description: \_\_\_\_\_

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