



## Pre-Development Meeting Guide

Updated: February 9, 2016

Welcome to the City of Corvallis electronic plan review system, known as ePlans. This guide will discuss Development Services' ePlans Pre-Development Meeting process. If you have any questions about the process, please contact us either by email at [epans@corvallisoregon.gov](mailto:epans@corvallisoregon.gov) or at 541-766-6929.

### I. ePlans Account:

To create an electronic application, log in to your ePlans account at [permits.corvallisoregon.gov](http://permits.corvallisoregon.gov) and select "Create Application" under Development Services' list of options. You will then be asked to read and acknowledge the application disclaimer information.

If you have not created an ePlans account, please follow the instructions on the linked [Registration Guide](#).

### II. ePlans Application:

Under permit type, select the "Pre-Development Application". As you start your pre-development application, you will need to enter specific information including but is not limited to: the applicant, site address, project description, additional contact information, and your questions and draft project documents (e.g. site plans, building elevations, and floor plans).

As you progress through the electronic application you can click the "save and resume later" button at the bottom of the form to leave and complete the application later. A temporary number will be assigned that will show under your projects and you have 30 days to complete the application. This number will look like this 16TMP-00001.

The following are the elements you will need to provide to proceed with the application:

- a. **Applicant Information**- The applicant is the primary contact for the meeting and can differ from the individual completing the online application. To select an applicant, you can select from your account, add a new contact, or select an applicant that has previously done business with the City. Select the appropriate button and enter the required information, following the on screen instructions. For the purpose of explaining the Pre-Development meeting process, we will assume you are the applicant.

- b. **Site Address**- This is the address of the site where the work will be proposed. If the property has not received an address, enter the Benton County Assessor parcel number and press "search".

*Note: Addresses associated with your account can be selected from the "auto-fill" dropdown menu by selecting the address from the menu and selecting the auto-fill check box. To complete the auto-fill, select the address search button.*

- c. **Project Description**- In this section, provide a short narrative of the scope of the project. A more detailed description can be attached with your project documents.

- d. **Additional Contacts**- You can add additional contacts such as your architect, engineer, or designer in the additional contact fields.



**Community Development: Development Services Division**

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- e. **Project Documents**- As part of your application you will need to upload your proposed agenda, project questions and draft construction documents in PDF format following the document requirements below.

**Document Requirements:**

- *All documents shall be in a PDF format and less than 200 MB in size.*
- *Scanned documents shall have a minimum resolution of 300 dpi.*
- *Project questions and draft construction documents should be uploaded as individual PDF documents.*
- *All documents shall follow the ePlans [Document Naming Standards](#).*
- *Security settings, if applied, shall have permissions for printing, document assembly, content copying, page extractions, markup and comments, and signing.*

Please visit Development Services' [residential](#) and [commercial](#) Project Development guides if you have questions about what is required for your project.

- f. **Final Review**- Prior to submitting your application, you will be asked to review the information entered in the application and edit as needed with the "edit" button for the given section. Once you complete the application review, select "continue application" to submit your application.

### **III. Application Submittal:**

Once you have submitted your application, the City will send you, as the applicant, a notification of the successful document upload and the application being received.

Your application is assigned to staff to make sure the information is complete and to make contact, within two business days, to schedule the pre-development meeting.

### **IV. Pre-Development Meeting:**

The pre-development meeting is scheduled and conducted in accordance with Procedure [PRO 3027](#). This includes the application request, questions, and plans being submitted **a minimum of five (5) business days in advance of the meeting.**

### **V. Meeting Minutes:**

During the meeting, the primary meeting contact or their delegate will be responsible for taking meeting minutes. If requested by the customer, staff will review the minutes prepared by the customer. City staff must concur with the meeting minutes if intended for future discussion and design considerations.

Meeting minutes are to be uploaded through the meeting's PRE case, using your ePlans account. Once received, staff will review the minutes and provide concurrence or comments back.

Meeting minutes should be submitted at the customer's earliest convenience. Please note that the PRE case will automatically close 90 days following the meeting.



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