

Canby Development Services (Planning Division) has begun the implementation of a new step to the Pre-Construction meetings; simply a Plan Review meeting, which will be part of the Pre-Construction application, labeled as Phase 1 Pre-Construction Plan Review.

By prioritizing the Plan Review it will clean up the process – making it more efficient overall. A Pre-Construction meeting is not typically used to review plans for comments/edits/redlines; those items are usually addressed before the Pre-Construction meeting with a Plan Review meeting. A Pre-Construction meeting is usually held at the end of the plan review process when everything has been worked through by all parties, and is meant to get the contractor(s) and subcontractors who will build the project in the same room with the engineer, developer/owner, and city staff to discuss the final, approved plans and overall project requirements, and to hear about next steps towards moving dirt and pulling permits.

Phase 1 Pre-Construction Plan Review Meeting

The purpose of the Phase 1 Pre-Construction Plan Review meeting is to coordinate and collaborate with all reviewing agencies/departments to review the construction plans for compliance with each agency's respective conditions of approval as approved by the Planning Commission/City Council during the land use review process.

At the Plan Review meeting all parties will have an opportunity to review submitted construction plans, provide comments/redlines for the applicant who will then be able to make any edits/redlines necessary to satisfy each agency's requirements.

Phase 2 Pre-Construction Meeting

Once all redlines have been addressed the applicant will submit a final revised plan set to Planning Division in preparation of the Pre-Construction meeting. It is at the Pre-Construction meeting where final plan review and approval will occur, and the applicant will capture the necessary signatures to finalize the plan set. Once the final plan set is approved, the applicant can move on to the next step of applying and/or finalizing their permits at the City and Clackamas County for issuance of permits so construction can begin for the project.



City of Canby
 Planning Department
 222 NE 2nd Avenue
 PO Box 930
 Canby, OR 97013
 (503) 266-7001
www.canbyoregon.gov

PRE-CONSTRUCTION PLAN REVIEW MEETINGS

Phase 1 - Plan Review Meeting by Various Agencies.
 Phase 2 – Pre-Construction Meeting For Final Approval of Plans.

APPLICANT INFORMATION: *(Check ONE box below for designated contact person regarding this application)*

Applicant Name: _____ Phone: _____
 Address: _____ Email: _____
 City/State: _____ Zip: _____

Representative Name: _____ Phone: _____
 Address: _____ Email: _____
 City/State: _____ Zip: _____

Property Owner Name(s)*: _____ Phone: _____
 Signature: _____
 Address: _____ Email: _____
 City/State: _____ Zip: _____

NOTE: Property owners or contract purchasers are required to authorize the filing of this application and must sign above

* All property owners represent they have full legal capacity to and hereby do authorize the filing of this application and certify that the information and exhibits herewith submitted are true and correct.

PROPERTY & PROJECT INFORMATION:

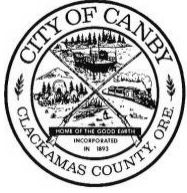
 Street Address or Location of Subject Property Total Acres To find Assessor Tax Lot Numbers go to: [CMAP](#) & type in address*

 Existing Use, Structures, or Other Improvements on Site [Zoning*](#) [Comp Plan Designation*](#)

*PRESS CTRL+CLICK ON THE [HYPERLINKS](#) ABOVE TO FIND THE INFORMATION YOU NEED.

 Brief description of proposed development or use

STAFF USE ONLY				
FILE #	DATE RECEIVED	RECEIVED BY	RECEIPT #	DATE APP COMPLETE



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PRE-CONSTRUCTION PLAN REVIEW & MEETING INSTRUCTIONS

Phase 1 - Plan Review by Various Agencies.

Phase 2 – Pre-Construction Meeting For Final Approval of Plans.

The Pre-Construction Meeting process is critical in finalizing construction plans, gaining utility provider approval, and it also ensures everyone involved in the project is working from a single approved set of plans. In addition, approved construction plans are required before building permits can be issued.

Construction plans must include detailed drawings of all site and utility work in the public right-of-way and all other components of a project including or affecting public utility provision.

PHASE 1 – PLAN REVIEW BY VARIOUS AGENCIES (i.e., THE REDLINE/EDITS REVIEW)

	Prepare the set of construction plans for your project.
	Submit at least 2 (two) paper copy sets of the proposed construction plans and 1 paper copy of all application materials and send/deliver to the Development Services office at 222 NE 2 nd Ave, 2 nd Floor Canby, OR 97013. Please note that agency staff may request a paper copy of the construction plans. Paper copies may be dropped off at the agency requesting them.
	Submit an ELECTRONIC COPY of the Pre-Construction Plan Review & Meeting application and proposed construction plans via email to PlanningApps@canbyoregon.gov .
	The Planning Director or Planner will review your drawings and determine if any changes are needed.
	Once any needed changes are made, we will route your proposed construction drawings to Public Works and various agencies for Plan Review. You will receive utility/service provider comments usually within a period of 10 days. If any clarifications are needed, contact the appropriate provider directly.

PHASE 1: PLAN REVIEW MEETING

	After the 10-day review period a Plan Review Meeting date will be set and you will be notified when to attend. *DURING THE CURRENT COVID-19 CRISIS THE ACTUAL PLAN REVIEW MEETINGS WILL BE HELD BY ZOOM. A DATE WILL BE SET ABOUT 10 DAYS AFTER SUBMITTAL TO ALL AGENCIES, AND A ZOOM INVITE WILL BE SENT TO EVERYONE WHO NEEDS TO PARTICIPATE IN THE PLAN REVIEW MEETING.*
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PHASE 2: PRE-CONSTRUCTION MEETING

- * Bring 1 (one) set of revised plans in hard copy to the Pre-Construction Meeting. Make sure to address each provider's comments on your plans and be prepared to explain what changes have been made.

***DURING THE CURRENT COVID-19 CRISIS THE ACTUAL PRE-CONSTRUCTION MEETINGS WILL BE HELD BY ZOOM. A DATE WILL BE SET ABOUT 10 DAYS AFTER SUBMITTAL TO ALL AGENCIES, AND A ZOOM INVITE WILL BE SENT TO EVERYONE WHO NEEDS TO PARTICIPATE IN THE PRE-CONSTRUCTION MEETING.**

Please prepare and send an electronic copy of a set of revised plans to PlanningApps@canbyoregon.gov. Make sure to address each provider's comments on your plans and be prepared to explain what changes have been made.
- * If no further changes are needed, your plans could be signed at the meeting. Typically, though, a few final changes are needed.

***DURING THE CURRENT COVID-19 CRISIS THE ACTUAL SIGNING OF YOUR PLANS WILL NOT TAKE PLACE DURING THE MEETING. A FINAL COPY FOR SIGNATURE SHOULD BE DELIVERED TO PUBLIC WORKS, WHO WILL OBTAIN SIGNATURES FOR YOU.**

SIGNATURE BLOCK & SIGNATURES

- You are responsible for providing us the final set of plans in paper and in electronic format (sent to PlanningApps@canbyoregon.gov). Please be sure the Signature Block is located on the **Cover Page** of your drawings.
The Signature Block document is also available in **WORD** format on the City website: [Pre-Construction Signature Block](#). You can resize it, but please make sure you give everyone enough room to sign.
Please check with the Planning Department to see if any additional signature lines are required.
- Once all signatures are obtained in the Signature Block, you will be notified to pick them up at the Development Services office, 222 NE 2nd Ave, 2nd Floor, Canby, OR 97013.
We will let you know how many paper copies of the complete set are needed. Once they are printed please deliver them back to our offices. Public Works will make sure each agency/provider who signed the plans gets a final signed copy.

INSPECTIONS

- Clackamas County provides all building, electrical, mechanical, plumbing, and grading inspection services. To schedule an inspection at Clackamas County, please call the Inspection Request Line at 503-742-4720, (available 24 hours a day/7 days a week). Requests must be on the system before 6 a.m., any inspection requests made after 6 a.m. will be scheduled for the following business day. Visit Clackamas County's Inspection web page for more information:
<https://www.clackamas.us/building/inspectioncodes.html>
- Canby Public Works provides inspections for Erosion Control, sidewalk forms, and driveway approaches. They also witness when an applicant is tapping into the City's main sewer line as well as air and float testing. Please call 503-266-0798 for these services.

MODIFICATIONS	
	Changes are sometimes needed or desired after approval is gained. Applicants and/or utility providers must inform the Planner of any proposed changes that could affect the project's approved site plans, elevations, or conditions of approval. A formal Modification Application may be required and can be found online here: https://canbyoregon.gov/Departments/develop_services/plan_forms/ModificationFillable102416.pdf
STORM WATER FACILITIES	
	A copy of all materials must be submitted to DEQ for approval of storm water facilities. Please submit a copy of these approved documents to: PlanningApps@canbyoregon.gov .