



ACCESSORY DWELLING UNIT (ADU) – PRE-APPLICATION MEETING REQUEST FORM

A pre-application conference is encouraged for applicants who are unfamiliar with Deschutes County’s development review process. The purpose of the meeting is to acquaint prospective applicants with the ADU review process, to allow an exchange of information regarding the applicable requirements, and to identify potential issues.

Before a pre-application meeting for an ADU proposal will be scheduled, this form must be completed and emailed to planning@deschutes.org. After receiving the completed form and supporting materials, County staff will follow up with the meeting requester for scheduling.

Property Address: _____

Property Description: Township ____ Range ____ Section ____ Tax Lot Number _____

Owner’s Name: _____ Phone: (____) _____

Owner’s Email Address: _____

Agent’s Name (if applicable): _____ Phone: (____) _____

Agent’s Email Address (if applicable): _____

1. Is the *ADU Basic Zoning Checklist* attached to this form? **Yes**

2. Do you have a draft site plan showing the location of the proposed ADU and existing development? If yes, is it attached? **Yes** **No**

3. Are you proposing to construct a new structure or convert an existing structure?
 New Structure **Convert Existing Structure** **Not Sure**

4. When do you want to start construction?
 2-6 Months **6-12 months** **1-2 years** **Not Sure**

5. Have you completed a Septic Site Evaluation for the proposed ADU? **Yes** **No**

If you have any questions, please contact the Planning Division for assistance (planning@deschutes.org / (541) 388-6560).