

APPLICATION SUBMITTAL INSTRUCTIONS

APPLICATION SUBMITTAL REQUIREMENTS

Applicants must supply the City with an **electronic (.pdf) version and one (1) paper copy** of all **pre-applications, land use applications, pre-construction applications, and associated documents** rather than printing and delivering multiple paper copies. Staff will notify you if any additional paper submittals are required.

Site Plan Review applications are required to be submitted electronically (.pdf) only, no paper copies will be accepted.

This electronic submittal option is offered not only to meet the rules for social distancing, but to also reduce the amount of printing, paper, filing, and other associated overhead for our customers until the city implements a fully electronic application system.

APPLICATION FORMS

Application forms are required with all requests for approval of planning and site development. Application forms with checklists can be found online at the following webpage: https://canbyoregon.gov/Departments/develop_services/planforms.htm

EMAIL SIZE LIMIT

Many factors determine the size of an email and there is no easy way to predict how large an email is until it is sent. For this reason, emails sent to our PlanningApps emails should not exceed 20 MB total. If emails contain multiple .pdf attachments, please do not use 'zip' files. For files larger than 20 MB, please see instructions below for other ways to submit electronically.

PLANNINGAPPS EMAIL

Please use the following email address to submit your PDF application package (if it does not exceed 20 MB) to this email: PlanningApps@canbyoregon.gov. If your submittal is larger than 20 MB, please see Other Ways to Submit Electronically below.

This PlanningApps email includes both Planning & Public Works staff, so it is critical that you send the complete application package to this email address, and not to just one individual staff member.

OTHER WAYS TO SUBMIT ELECTRONICALLY

CD or USB Flash/Jump Drive: Save your application package to a CD or USB Flash/Jump Drive and include it with your paper copy submittal.

Cloud-Based Services: Boxdrop and Google Drive are cloud-based services that allow for simple electronic transfer of large files to the City. You can search for them online. If your company already has a cloud-based service, please feel free to use it to transfer large files.

SUBMITTING A PAPER COPY

When preparing a paper copy for submittal, please **DO NOT USE STAPLES** but keep your documents sorted with paper clips or binder clips.

The paper copy of the application package can be mailed to City of Canby, Attn: Planning Dept., PO Box 930, Canby, OR 97013 or delivered by UPS, FedEx or a special delivery service. Since our offices are still closed to the public, there are contact numbers listed on the front door of a staff person who can accept the package.

QUESTIONS

If you have questions about submitting documents, please call 503-266-0685 or email at fousel@canbyoregon.gov.