From: Russell, Kevin
Sent: Monday, December 07, 2015 12:28 PM
To: 'Jeff Lightheart'
Cc: O'Connor, Mike; Carlson, Dan
Subject: RE: Burgerville Corvallis

Jeff,

I am glad to hear this project is gaining momentum and ready to enter the permitting phase. I would suggest we meet for a predevelopment conference prior to submitting your permit application(s). This will enable us to discuss the project in detail, answer any of your initial questions, and hear from other City Departments (Fire, Public Works, etc.) prior to applying for your permit(s). We typically hold these meetings on Tuesday afternoons between 1:30 and 4:30pm. For a predevelopment meeting we would request a site plan, building elevations, and a list of specific questions one week in advance of meeting. This allows staff to review the information and conduct the appropriate research prior to sitting down with you to meet. If you are wanting to forgo the predevelopment conference we can set up a time for an intake meeting. This is typically a 30 minute meeting with City staff to review the application for completeness prior to turning it in for review. If all of the information has been provided you could turn in your application, pay the initial fees and the City could start the review. We look forward to working with you and please let me know if you have any questions or would like to set up a meeting.

Best,

Kevin Russell
Project Manager
City of Corvallis Development Services
(541) 766-6709 phone

From: Carlson, Dan
Sent: Monday, December 07, 2015 12:05 PM
To: 'Jeff Lightheart'
Cc: Russell, Kevin; O'Connor, Mike
Subject: RE: Burgerville Corvallis

Hi Jeff,
Nice to hear from you. Sounds like an exciting project!

The main point of contact will be Kevin Russell, Project Manager 541-766-6709. Our plans examiners are called Project Coordinators. Your assigned PC will be Michael O'Connor (541) 766-6538. I copied Kevin and Michael on this reply so you'll also have their email. Best place to start would be scheduling a free predevelopment meeting or application intake meeting with Kevin.

Our website is www.CorvallisPermits.com and we have a lot of info there.

We are looking forward to working with you. Best regards,

-Dan

Dan Carlson
City of Corvallis, Development Services Manager
Building Official
(541) 766-6539 direct
dan.carlson@corvallisoregon.gov
Online: CorvallisPermits.com

From: jefflightheart@gmail.com [mailto:jefflightheart@gmail.com] **On Behalf Of** Jeff Lightheart
Sent: Monday, December 07, 2015 11:46 AM
To: Carlson, Dan
Subject: Burgerville Corvallis

Dan:

We are the architectural firm coordinating the proposed remodel of the existing Wendy's located at 2300 NW 9th in Corvallis. We are headed towards a permit submittal the week of Dec. 15th and was hoping to hook up with the appropriate contact person at your office to discuss submittal requirements, fee's, etc. Can you help with this request. Thanks

Jeff

--
Jeffrey A. Lightheart, A.I.A.
LLB Architecture
Vancouver, WA

Disclaimer: This e-mail message may be a public record of the City of Corvallis. The contents may be subject to public disclosure under Oregon Public Records Law and subject to the State of Oregon Records Retention Schedules. (OAR:166.200.0200-405)