

Contact Person

Contact Person: _____ Phone: _____
Mailing Address: _____ Fax No.: _____

E-Mail Address: _____

Pre-Application Procedure

The pre-application meeting is for you and the City staff to preliminarily review your project prior to submitting permits applications. This helps you to learn about and discuss our regulations and plan submittal requirements, to provide early discussion of any major issues, and to facilitate the plan review process.

NOTE: If you have specific questions or issues regarding your proposal that you would like addressed at your pre-application meeting, we encourage you to submit them with your application. This will allow staff to do the necessary research to answer your questions/concerns.

PROCEDURE:

The Development Review Committee (DRC) meets every Thursday afternoon. Two time slots are available for pre-application meetings on a first-come first-serve basis, 2:30 p.m. and 3:30 p.m. The meeting takes approximately one hour.

Your pre-application and submittal requirements must be presented to the Permit Center ten (10) days prior to the meeting (Monday, 4:00 p.m. deadline) along with the \$514.00 application fee plus a 5% technology fee totaling **\$539.70**. Submittals will not be accepted through the mail, over the fax or by a messenger service.

Our meetings are informal. We usually begin with our questions and/or major issues we see. Your design team is encouraged to participate (i.e., architects, engineers, project coordinators, etc.). Staff from Building, Fire, Planning and Public Works will be present at the meeting. The Parks and Recreation Department and Police Department may provide written comments pertaining to your pre-application submittal, if necessary.

Within one week following the meeting, a summary of all comments prepared in checklist format will be forwarded to the contact person identified on the sign-in sheet presented at the meeting. Along with the comments will be permit applications, plan submittal requirements, selected ordinances and general information as it pertains to your project.

If you have any questions or want to participate in this process, please feel free to contact the Permit Center at (206) 431-3670.

PLAN SUBMITTAL CHECKLIST:

Your pre-application plan submittal checklist is a guide. However, the more information submitted, the more complete our assessment can be.

Please submit eight (8) sets of plans containing the following along with the completed application:

SITE PLAN REQUIREMENTS

- Distance between structures and property lines
- Width of any adjacent public right-of-way(s)
- Designated landscape areas
- Easements (including railroad, Puget Power, etc.)
- Parking layout
- Truck loading area designations
- Access points and traffic circulation pattern
- Footprint of existing and/or proposed structures
- Significant natural features (water, slopes, vegetation, etc)
- Identify sites proximity to river environment if less than 200 feet from the river
- Topography map (for slopes over 15%)

WORKING DRAWINGS

- Structure – General layout
- Exits and exiting pattern
- Uses and dimensions of all spaces

ADDITIONAL REQUIREMENTS

- Vicinity Map – include north arrow

PRE-APPLICATION SUBMITTAL FEE

- The \$514.00 application fee plus a 5% technology fee totaling \$539.70 is to be submitted at the time of application.