

Pre-Application Meeting Application

Official Use Only:

PRE#: _____ Project Name: _____

DEFINITION AND PURPOSE

A Pre-Application (Pre-App) meeting provides an opportunity to aid an applicant to prepare a complete project proposal; to inform them of the procedures and requirements of City code; and identify policies and regulations that apply to their proposal. Issues such as applicable site design requirements and options, required permits, and other related matters are discussed at the meeting. The City offers two types of pre-application meetings:

Mandatory Pre-Application Meeting: A mandatory pre-application meeting is required prior to the submittal of most land use, large commercial, or multi-family applications to help provide information on project process and requirements. The [Master Land Use Application](#) indicates which land use reviews require pre-application meetings.

Voluntary Pre-Application Meeting: A voluntary pre-application meeting can be submitted prior to a mandatory pre-application for early design guidance or when a pre-application is not required. A voluntary pre-application meeting allows you to get feedback and direction from City staff on your development concept at the schematic design phase. **A voluntary pre-application does not replace a mandatory pre-application meeting.**

SUBMITTAL

Below are the required submittal items. Failure to submit all requested items (in a legible form) will delay the meeting date. Please provide all documents as separate pdf files on a flash drive.

- Completed Pre-Application Meeting Application
- Project Narrative, describing existing use and proposed project.
- Site Plans/Plans as required in the Pre-application Meeting Checklist below
- Required fees paid. (Refer to current [Fee Schedule](#), and/or contact a permit coordinator @ 206-973-4750 for further information).

PROCEDURE

- Submit the required materials and payment in person to the Permit Center. Meetings are scheduled between 3-4 weeks after receipt of a request.
- You will receive notification for the time and date of the scheduled pre-application meeting. Forward the invitation to others on your team that should attend.
- During the pre-app meeting reviewers will go over their comments and answer questions. The comments from staff are based on the level of detail provided in the application and specific questions submitted. Another meeting may be required if new topics or questions are raised after your meeting request is submitted.
- 2-3 days after the meeting a summary will be provided to you. The summary will include a meeting sign-in sheet with the contact information of everyone who attended the meeting and a written version of the comments provided during the meeting.



5. 50% of the fee for the mandatory pre-application meeting will be credited towards any subsequent land use or development permit application made within 12 months.
6. Contact the Permit Center at 206-973-4750 or via email at permittechnicians@seatacwa.gov if you have any questions.

Limitations of a Pre-Application Meeting

The feedback you will receive from the City is directly related to the level of detail provided for discussion. Due to the preliminary nature of your design, certain relevant project details may not be known or anticipated at the time of the meeting. Accordingly, the meeting and staff comments cannot provide:

- A detailed plan review. The plan review will occur once a complete formal application is filed.
- Approval, acceptance or vesting of a proposal.
- A substitute to employing specialists or consultants to act on your behalf.

In addition, codes or regulations may change between the time of the pre-application meeting and when you are ready to apply. If this occurs, you may want to schedule an additional pre-application meeting.

A pre-application meeting review does not bind or preclude the City from enforcing all applicable regulations or from applying regulations differently than what may have been indicated at the meeting or in staff comments.

Pre-Application Meeting Type Requested

- Mandatory (Required by Permit) Voluntary (Conceptual/Feasibility Review)

Project Name

Project Name: _____

Project Information

Address: _____

Parcel Number: _____

Proposed Project:



Applicant

Name: _____

Mailing Address: _____

Email Address: _____ Phone: _____

Status (owner, agent, lessee, etc.): _____ Alt Phone: _____

Designated Contact Person

Name: _____

Mailing Address: _____

Email Address: _____ Phone: _____

Status (owner, agent, lessee, etc.): _____ Alt Phone: _____

Voluntary Pre-Application Additional Information

If you are requesting a voluntary pre-application meeting, please indicate the review staff you would like to attend by checking the boxes below.

- Land Use and Zoning:** Site Plan Review, Land Use, Zoning, Landscaping and Tree Removal/Retention, Critical Area Review, Parking and Lot Layout, Platting, Variances, and SEPA
- Site Engineering:** Clearing, Grading, Paving, Stormwater Management System, Roadway, Frontage Improvements, Right-of-Way Use
- Fire:** Fire protection, Fire flow, Fire access, Sprinklers, Alarms, and Hazardous materials.
- Building:** Building occupancy classification, Construction types, and Structural requirements.
- Police:** Crime Prevention Through Environmental Design (CPTED) features.
- Economic Development:** Overseas Tourism and Travel, Workforce Development, and Neighborhood Development.



Specific questions or items you wish to discuss at the meeting.

List here or provide on separate page.

Applicant:

Signature

Print

Date

This document may be subject to public disclosure laws of the State of Washington (RCW 42.56)



Pre-Application Meeting Checklist

Official Use Only:

Permit Number:

The following materials are the minimum required for a **mandatory pre-application meeting** if the items listed apply to the scope of the project.

For **Voluntary pre-application meetings**, you may submit as much or as little as from the list below as desired.

Note: The quality, accuracy, and depth of the information provided will determine the quality of the responses that City staff provides at the meeting.

Site Plan Requirement (All plans must be legible)		APPLICANT	STAFF
<i>Unless otherwise noted, all plans shall have the following: Scale, north arrow, legend, and date drawn. Scale shall be standard engineering or architectural. The scale must allow clear depiction of all required information, typically between 1" = 10' and 1" = 40'.</i>			
1	Address, Vicinity Map		
2	King County Assessor's parcel number.		
3	Provide lot size square footage.		
4	Property lines (existing and proposed) and dimensions.		
5	Owner and Project Name.		
6	Location, dimension, and the use of existing and proposed structures on site. Label structures to be removed or demolished.		
7	Location of all paving (proposed and existing) – including sidewalks, driveways, pedestrian and bicycle paths, on site and within the adjacent right-of-way.		
8	Location of any critical areas and buffers if present on or near property.		
9	Existing and proposed above- and below-ground utilities including water, sewer, electrical, utility boxes, vaults, and connections.		
10	Provide location and width of proposed landscaped areas.		
11	Location of fire hydrants within 600 feet.		
12	Location and dimension of all encumbrances (existing and proposed). For example: easements, streets, and alley right-of-way abutting the site. Include street names.		
13	Proposed recreation/open space areas including square footage. •		
14	Proposed garbage/recycling collection areas with dimensions.		
15	Parking ratio detail provided on plans, including: <ul style="list-style-type: none"> • Required parking unit count; and • Proposed parking unit count. Location, dimension, and number of parking spaces (including accessible spaces), bicycle parking, drop-off areas and driveway access		



Building Plans (if a building is part of proposal)			
<i>Minimum plan scale of 1/8" = 1'</i>			
16	A complete description of work to be performed including building use.		
17	Building construction and occupancy types.		
18	Building square footage.		
19	Number of floors and floor plans.		
20	Building elevations.		
21	Fire suppression system information.		
22	Foundation plans.		
23	Framing plans, to include roof and floor framing plans.		
24	Building cross/cut sections.		

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