



## Snohomish County

### Planning and Development Services

## **PRE-APPLICATION MEETING**

(SCC 30.70.020)

A pre-application meeting is strongly encouraged for the following: (a) Subdivisions and short subdivisions; (b) Planned residential developments; (c) Rezones; (d) Conditional use permits; (e) Development activities and actions requiring project permits when critical areas are located on the subject property; and (f) Any application for which official site plan approval is required.

The purpose of a pre-application meeting is to provide the department with preliminary information regarding the development proposal and to provide the applicant with preliminary information about development requirements, environmental issues, procedural requirements, known community concerns, and other relevant matters prior to the filing of a formal application.

Pre-application meetings provide preliminary information only and are not intended to result in final actions or commitments by either the county or the applicant.

### **APPLICATION PROCESS FOR A PRE-APPLICATION MEETING:**

1. Complete the **Request for Pre-Application Meeting form** and prepare **ten (10) sets** of all items listed on the **Pre-Application Meeting Submittal Checklist**. A set consists of the site plan, site description, project description, and Request for Pre-Application Meeting form. The filing fee for the Pre-Application Meeting is **\$480.00**.
2. Call **(425) 388-3311 x2790** for a submittal appointment. PDS staff will process your application and if your submittal is complete, you will receive an appointment date and time for the Pre-Application Meeting. Pre-Application Meetings are scheduled on Thursdays (usually at 1 p.m., 2 p.m., 3 p.m.) on a first-come-first-serve basis.
3. At your submittal appointment, you will be issued a project file number (PFN) which will be used to track your project. Thereafter, your documents will be routed to a project review team. Their comments will be presented to you at the Pre-Application Meeting.
4. At the Pre-Application Meeting:
  - (a) The applicant may be asked to explain or clarify the project;
  - (b) Each project review team member, based on their evaluation of submittals, will respond to perceived issues or potential problems in each area of expertise;
  - (c) SEPA review applicability (exempt/non-exempt) will be determined;
  - (d) If the Chapter 30.66B Pre-Submittal Conference has not been conducted prior to the Pre-Application Meeting, it will be combined with this scheduled Pre-Application Meeting.
5. Review staff will be available for any follow-up questions after the Pre-Application Meeting and prior to formal submittal.



Snohomish County  
Planning & Development Services

**REQUEST FOR PRE-APPLICATION MEETING**

<b>Applicant Name:</b>				<b>Address:</b>		
<b>Email Address:</b>				<b>Phone:</b>		
<b>Contact Person:</b>				<b>Address:</b>		
<b>Email Address:</b>				<b>Phone:</b>		
<b>Project Address or Location:</b>				<b>Tax Account Number(s): (Use separate sheet if needed)</b>		
<b>Sec</b>	<b>Twp</b>	<b>Rge</b>	<b>1/4</b>	<b>Current Zoning</b>	<b>Proposed Zoning</b>	<b>Acreage</b>
<b>GPP Comprehensive Plan Designation</b>				<b>Within Urban Growth Area?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, associated with which city?		
<b>Project Name: (if any)</b>				<b>Type of Application (Rezone, Plat, Conditional Use, etc):</b>		
<b>Water Supply/Water District:</b>				<b>Sewage Disposal/Sewer District:</b>		

**Please submit supporting documents described in Pre-Application Meeting Submittal Checklist along with this form.**

List specific questions and issues you wish to have discussed at the Pre-Application Meeting. Please use a separate sheet.

Note below the names of PDS staff with whom you have previously discussed this proposal, especially in relation to the stated questions and issues:

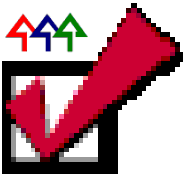
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*I am the owner, or authorized by the owner, to submit this request for a pre-application meeting. I grant permission for Snohomish County PDS staff to enter the subject property, if necessary, for the purpose of site inspection. I acknowledge that the focus of the meeting is general in nature, for informational purposes only and shall not be interpreted as a binding commitment by Snohomish County or the applicant.*

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



# Pre-Application Meeting Submittal Checklist

For PDS Use Only

PROJECT FILE NUMBER: \_\_\_\_\_ ACCEPTED BY: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

## \_\_\_\_\_ 1. Conceptual Site Plan

### Site plan & conceptual lot configuration showing

- North arrow
- Scale (standard Engineering scale)
- Date drawn
- Existing parcels assembled
- Vicinity map
- Existing septic system(s) and/or well(s)
- Proposed lot layout
- Proposed lot sizes
- Proposed connection to existing road system
- General dimensions of lots, rights-of-way, easements, existing structures
- Existing elevation contours at intervals not greater than five feet  
(not required where site relief is less than five feet)
- Critical Areas pursuant to Title 30 SCC
- Flood Hazard Areas
- Open Space Tracts
- Within or adjacent to designated agriculture, forest, or mineral lands

### Optional

- Any existing building locations
- Proposed new internal roads with proposed road widths
- Proposed elevation contours at intervals not greater than five feet
- Conceptual drainage proposal showing collection, detention and discharge

## \_\_\_\_\_ 2. Site Description

A brief, written description of the site describing parcel conditions (soils, drainage, topography, wetlands, streams, vegetation, wildlife, surrounding land use, traffic patterns, nearest schools, bus stops, walkways and any other unique characteristics of the site). If subdividing, include any other known land use activities or permits which may affect the subdivision process (example: any logging within the past six years and/or forest practice permits).

## \_\_\_\_\_ 3. Project Description

A brief, written description of the proposed development, project feasibility and lot yield targets for subdivisions, housing type objectives (townhouses, duplexes, zero-lot line, etc.), development themes, and the like. Please include what you see as key issues or specify questions that you have about the property that you would like reviewers to respond to at the Pre-Application Meeting.

*The more information you provide in your pre-application submittal package, the more feedback you will receive from project reviewers to help you towards finalizing your application.*

## \_\_\_\_\_ 4. Filing Fee (Pre-Application Conference pursuant to Chapter 30.86 SCC)