



Snohomish County
Planning and Development Services

3000 Rockefeller Avenue, M/S 604, 2nd Floor Administration East Building, Everett, WA 98201
Website: snoco.org Keywords "PDS" Phone: (425) 388-3311 Fax: (425) 388-3872

Single Family Residential Pre-Application Request Process Information

The purpose of a Pre-application (pre-app) is for a PDS site reviewer to visit your project site, to determine site-specific issues, and to identify the presence of critical areas (wetlands, streams, steep slopes) in relation to any development activities or proposals on the property.

The attached Pre-Application Conference Request form as well as all items outlined in the Submittal Checklist must be completed and submitted to PDS' Customer Support Center, located on the 2nd Floor, Admin-East Building, 3000 Rockefeller Avenue, Courthouse Complex in Everett.

Applications are accepted by appointment only. You can schedule an appointment by calling (425) 388-3311 ext 2790 or going online to:
<http://www.snoco.org/app/pds/appts/>

The counter staff will review your documents and collect the \$250.00 filing fee. When your application submittals are deemed complete by counter staff, it will be routed to a site reviewer. Your site reviewer will be contacting you via phone and/or e-mail to schedule a Pre-Application Conference date and time. At the conference, you will be able to discuss your development proposal and your site reviewer will relay his/her findings and site-specific issues.

Site review ribbons (orange & black) will be provided to you at submittal by counter staff for the identification of the subject site and driveway. Please insure that the property site address is **clearly** visible from the road. To assist our site reviewers with their review, all proposed building locations must be staked. If the property is brushy, please **hand clear** a small path to the proposed building site. Provide any special instructions regarding entry to your property such as gate codes, lock combinations, dogs, livestock, etc.

PLEASE NOTE THE FOLLOWING:

The Pre-Application Conference is not an approval for any work to be initiated or completed. A separate permit must be applied for and issued prior to any site disturbance.

This process will not vest your proposal. Future development applications will be subject to all ordinances and codes in effect at the time of application.

If a building permit or mobile home permit application is submitted to PDS within 24 months of the Pre-Application Request submittal date, \$200 will be credited to the permit fees as follows: \$100 site review fee and \$100 permit fee.



Pre-Application Conference Request Submittal Checklist (Residential Projects)

For PDS Use Only

PROJECT FILE NUMBER: _____ ACCEPTED BY: _____
PROJECT NAME: _____ DATE: _____

- _____ 1. **Original** Pre-Application Conference Request form, completed and signed
- _____ 2. **1 copy** of Property Location Map with driving or property directions
- _____ 3. **1 copy** of a SITE PLAN. Must be drawn on white paper no larger than 11" x 17." Do not use graph paper. Site plans must be drawn to a standard engineering scale (1" = 10', 20', 30', 40', 50', 60', 100', 200')
 - _____ A. Clearly note on site plan the scale used. (Example: 1" = 20')
 - _____ B. Clearly indicate north arrow on site plan.
 - _____ C. Show entire lot with lot line dimensions.
 - _____ D. Show EXISTING easements (access, utilities, etc.). Label accordingly.
 - _____ E. Show PROPOSED roads, driveway locations and parking with dimensions. Label accordingly.
 - _____ F. Show PROPOSED utility locations (water, power, wells). Label accordingly.
 - _____ G. Show PROPOSED locations of septic tanks, drain fields, reserve areas with setbacks to property lines.
 - _____ H. Show ALL EXISTING and PROPOSED structures with setbacks to property lines.
 - _____ I. Show EXISTING drainage features (eg. ditches, culverts, catch basins, french drains, etc.)
 - _____ J. Show BOUNDARIES of proposed site disturbance (this includes clearing limits, proposed timber harvest activity/ tree-cutting, landscaping, conversion to pastures, etc.)
 - _____ K. Show location of known streams, wetlands or slopes. On slopes greater than 25%, show top and toe of slope.
- _____ 4. \$250 filing fee

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(425) 388-3311 snoco.org Search "PDS"

DATE STAMP

PROJECT FILE NUMBER

**PRE-APPLICATION CONFERENCE REQUEST
(SINGLE-FAMILY RESIDENTIAL PROJECTS)**

CONFERENCE DATE / TIME: _____
(Please be advised that the site reviewer for this request will be contacting you by phone and/or e-mail to schedule a conference date and time. Please be sure you have provided complete contact information.)

Applicant _____
Phone _____ E-mail: _____
Mailing Address _____
City _____ Zip Code _____
Contact Person _____
Phone _____ E-mail: _____
Mailing Address _____
City _____ Zip Code _____

PROJECT INFORMATION

Project Address _____
Section _____ Township _____ Range _____ Tax Acct # _____
Description of Proposal: _____

ALL ITEMS ON SUBMITTAL CHECKLIST MUST ACCOMPANY THIS APPLICATION AT SUBMITTAL.

I understand that I am requesting that a site visit be performed by Snohomish County Planning & Development Services. The result of the site visit and conference is not an approval or authorization for any work to be initiated or completed and does not imply that a building/mobile home permit will be issued. This pre-application conference is to provide a preliminary assessment of site constraints and is not binding on the county or myself.

Applicant or Contact Person Signature

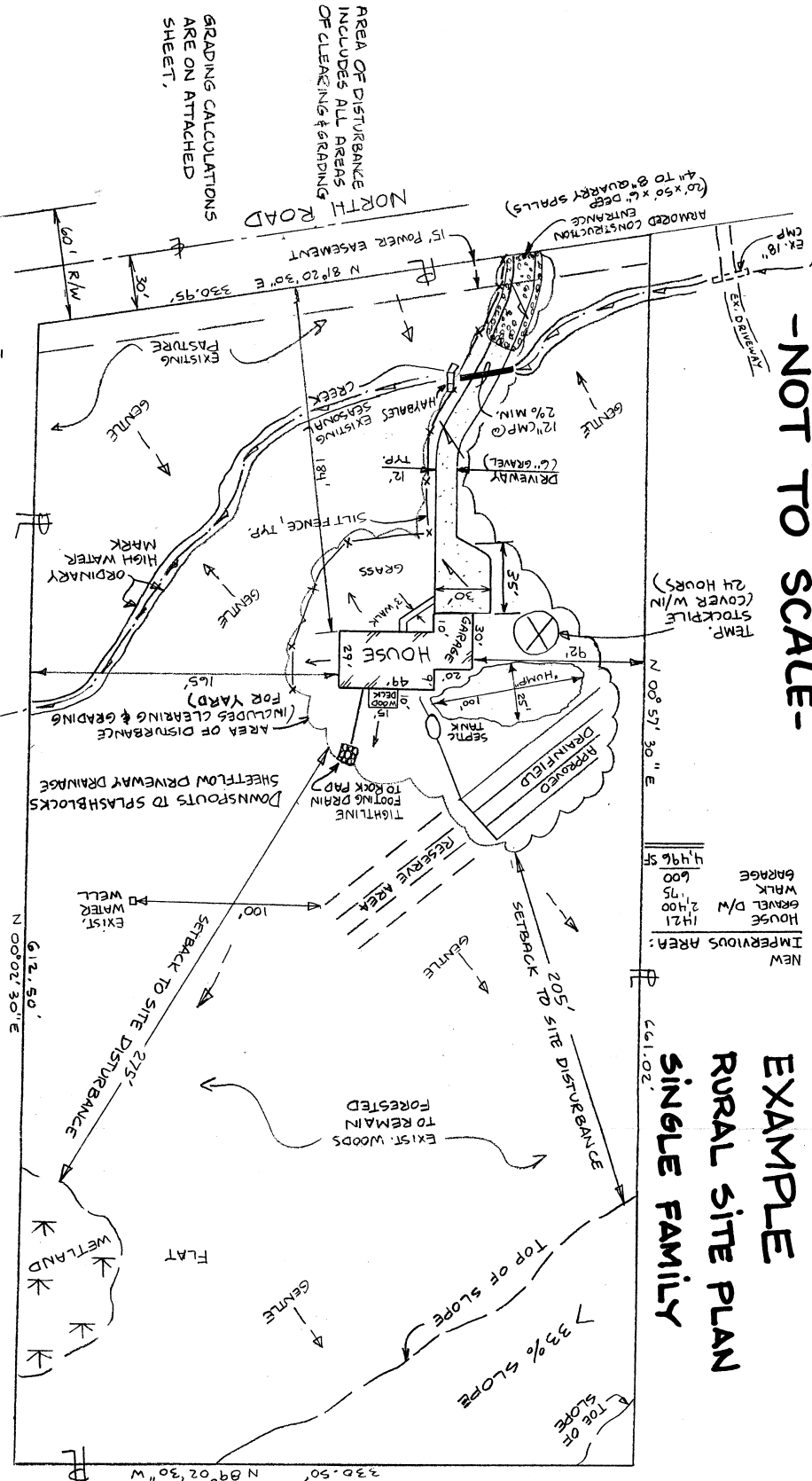
Date

-NOT TO SCALE-

NEW IMPERVIOUS AREA:

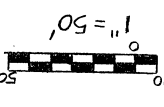
HOUSE	1421
GRAVEL DW	2400
WALK	75
GARAGE	600
TOTAL	4496 SF

**EXAMPLE
RURAL SITE PLAN
SINGLE FAMILY**



AREA OF DISTURBANCE INCLUDES ALL AREAS OF CLEARING & GRADING

GRADING CALCULATIONS ARE ON ATTACHED SHEET.



BUILDING PAD GRADING:
233 CY BUILDING PAD CUT
233 CY BACKFILL AGAINST FOUNDATION

OTHER GRADING:
46 CY CUT
44 CY FILL

APPLICANT: JOHN DOE
SITE ADDRESS: 25177 NORTH ROAD, SNOWHOMISH
TAX PARCEL #: 290617-002-104-00
SECTION 17, TWP 29, RANGE 6 E.