



PLANNING DEPARTMENT / 201 Center Street W / PO Box 309  
360-832-3361 / Fax 360-832-2573

**PRE - APPLICATION MEETING**

A Pre-Application Meeting is an opportunity for developers and their representatives to meet with Town staff to discuss preliminary studies, issues, or concerns of a proposed project. The intent of the meeting is to identify and/or eliminate potential problems prior to a project being submitted. Therefore, the more thorough the information provided, the better Town Staff can assist you.

Applicants are encouraged to bring to the meeting those representatives who will be working on the project during its design/approval stage. The Pre-Application meeting will help you become familiar with Town design standards, plan submittal requirements and permits specific to your proposal, as well as the permitting process in general. The fee for a Pre-Application meeting is **\$210.00 plus a \$200.00 deposit for outside consultant time and needs to be scheduled 2 weeks in advance for a mutually agreed upon time, allowing outside consultants to make arrangements to attend.** See reverse for more information regarding this process.

\*\*\*\*\* PROJECT INFORMATION \*\*\*\*\*

Project Name: \_\_\_\_\_

Site Address: \_\_\_\_\_ PC Parcel # \_\_\_\_\_

Project Coordinator/Contact Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Company Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Description of Proposed Project: \_\_\_\_\_

\_\_\_\_\_

Project Zoning: \_\_\_\_\_ Current building use: \_\_\_\_\_

*You are not required to submit engineered or construction plans at this time. However, you are required to submit one set of the following electronically via email or zip drive.*

- \_\_\_ Site Plan drawn to scale, showing property lines, setbacks, and all lot dimensions.
- \_\_\_ Vicinity map showing surrounding roads and lots. Include North Arrow.
- \_\_\_ All public and private roads, driveway access
- \_\_\_ Existing and proposed utilities/easements on site, including hydrant locations, waterlines, sewer and storm lines, streetlights, and any wells and/or septic tanks and drain field areas
- \_\_\_ All major man-made and natural features; streams, creeks, slopes, drainage ditches, railroad tracks, etc.
- \_\_\_ Show proximity to river environment if less than **200** feet from river
- \_\_\_ Building dimensions including height and number of stories.
- \_\_\_ Paved and parking areas including parking location, maneuvering areas, loading areas, ADA parking stalls, walkways, etc.
- \_\_\_ Proposed trash dumpster location, outside storage areas, including type of surface and products to be stored
- \_\_\_ Footprint of existing and/or proposed structure
- \_\_\_ General layout of structure
- \_\_\_ Exits and exiting pattern