



## **LAND USE PRE-APPLICATION MEETING APPLICATION**

### **Purpose:**

The purpose of a pre-application meeting is 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 city or the applicant.

A pre-application meeting is strongly encouraged for the following:

1. Subdivisions and short subdivisions;
2. Comprehensive Plan & Zoning Map Amendments (Rezoning);
3. Conditional Use Permits;
4. Development activities and actions requiring project permits when critical areas are located on the subject property;
5. Any application for which official site plan approval is required; and
6. Any project proposal in which the applicant would like a preliminary review to confirm concurrency and receive initial input from planning and engineering prior to first submittal.

### **Application Process for a Pre-Application Meeting:**

1. Complete and submit the Request for Pre-Application Meeting form and three (3) sets of all items listed on the Pre-Application Meeting Submittal Checklist and a set of all items electronically (11X17 pdf format for site plan). A set consists of the site plan, site description, project description, and Request for Pre-Application Meeting form.
2. Submit the \$250.00 Pre-Application Meeting filing fee (check only).
3. City staff will review your application submittal and if it is complete, you will receive an appointment date and time for the Pre-Application Meeting to go over the comments from the pre-application review.
4. After your submittal appointment is scheduled, your documents will be routed to a project review team. Their comments will be presented to you at the Pre-Application Meeting.
5. 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 in each area of expertise; and
  - (c) SEPA review applicability (exempt/non-exempt) will be determined.
6. Any follow-up questions you may have after the Pre-Application Meeting and prior to formal submittal can be submitted by email to [darla.reese@granitefallswa.gov](mailto:darla.reese@granitefallswa.gov) or by calling the City Clerk at 360-691-6441.



**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 Name: (if any)</b>	<b>Acreage:</b>
<b>Project Address or Location:</b>	<b>Tax Account Number(s): (Use separate sheet if needed)</b>
<b>Current Comprehensive Plan Land Use Designation:</b>	<b>Proposed Comprehensive Plan Land Use Designation:</b>
<b>Current Zoning:</b>	<b>Proposed Zoning:</b>
<b>Type of Application (Comp Plan/Zoning Map Amendment, Plat, Conditional Use, etc.):</b>	<b>Brief Project Description:</b>

**Drainage/Land Disturbance Activity Information:**

- Clearing
- Grading
- Other: \_\_\_\_\_

Is the proposal new development?  Yes  No

Is the proposal redevelopment?  Yes  No

Conversion of native vegetation lawn/landscape areas in square feet or acres: \_\_\_\_\_

Estimated grading quantities in cubic yards: Cut: \_\_\_\_\_ Fill: \_\_\_\_\_

Proposed hard surface (impervious) in square feet: New: \_\_\_\_\_ Replaced: \_\_\_\_\_ Total: \_\_\_\_\_

**Please submit supporting documents described in Pre-Application Meeting Submittal Checklist along with this form as well as any specific questions you wish to have discussed at the Pre-application Meeting. Use a separate sheet of paper if needed.**

# PRE APPLICATION MEETING SUBMITTAL CHECKLIST

For City Use Only

ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_  FEE COLLECTED: \$250.00

## 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, and 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 GFMC Chapter 19.07 - *Environmental Regulations*
- 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 (required for subdivisions and short subdivisions)
- Proposed elevation contours at intervals not greater than five feet
- Conceptual drainage proposal showing collection, detention and discharge
- Low impact development facilities and/or best management practices

## 2. Site Description

A written description of the site describing parcel conditions including 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).

Include discussion of feasibility of low impact development facilities and/or best management practices proposed for stormwater management.

## 3. Project Description

A 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 specific 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.*