



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, determine site-specific issues, and identify the presence of critical areas (wetlands, streams, steep slopes) in relation to any development activities or proposals on the property.

A Pre-Application Conference Request, as well as all items outlined in the Submittal Checklist, should be submitted online at MyBuildingPermit.com. For information on using our online permitting system, please see the following web page: <https://www.snohomishcountywa.gov/3920/Online-Permitting>. If you need additional assistance with the online process, please call our office at 425-388-3311.

PDS staff will review your documents and invoice you for the filing fee. Once you have paid the fee on MyBuildingPermit.com and your application submittals are deemed complete, your application will be routed to a site reviewer. A reviewer will be contacting you to discuss your development proposal and your site-specific issues.

Prior to the site visit, please take the following steps:

1. Stake all proposed building locations.
2. Stake or mark proposed driveway locations.
3. Ensure that the property site address is **clearly** visible from the road.
4. If the property is brushy, **hand clear** a small path to the proposed building site.
5. 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 18 months of the Pre-Application Request submittal date, \$200 will be credited toward the building permit fees.



Pre-Application Conference Request Submittal Checklist (Residential Projects)

For PDS Use Only

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

- _____ 1. Pre-Application Conference Request form (apply on MyBuildingPermit.com)
- _____ 2. Property Location Map with driving or property directions
- _____ 3. 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 (e.g., ditches, culverts, catch basins, french drains, etc.).
 - _____ J. Show BOUNDARIES of proposed site disturbance (this includes clearing and grading limits, proposed timber harvest activity/tree-cutting, landscaping, conversion to pastures, lawn or landscaped areas, and areas of existing and proposed impervious surface, etc.).
 - _____ K. Show all existing and proposed impervious surface areas in square feet.
 - _____ L. Show location of known streams, wetlands or slopes. On slopes greater than 25%, show top and toe of slope.
- _____ 4. Filing fee

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PROPERTY LOCATION MAP

Provide below a **MAP** to your building site and submit with the permit application. Indicate the nearest intersection and write clear driving instructions for field inspection. You may use the back of the page for additional information. **Street addresses must be clearly posted and visible from the road. No inspections will be performed without the visible posting of your address and the orange flags marking your proposed building site. YOU MAY BE CHARGED A RE-INSPECTION FEE.**

Please indicate additional landmarks or notes, access barriers (example: locks, gate codes, dogs)

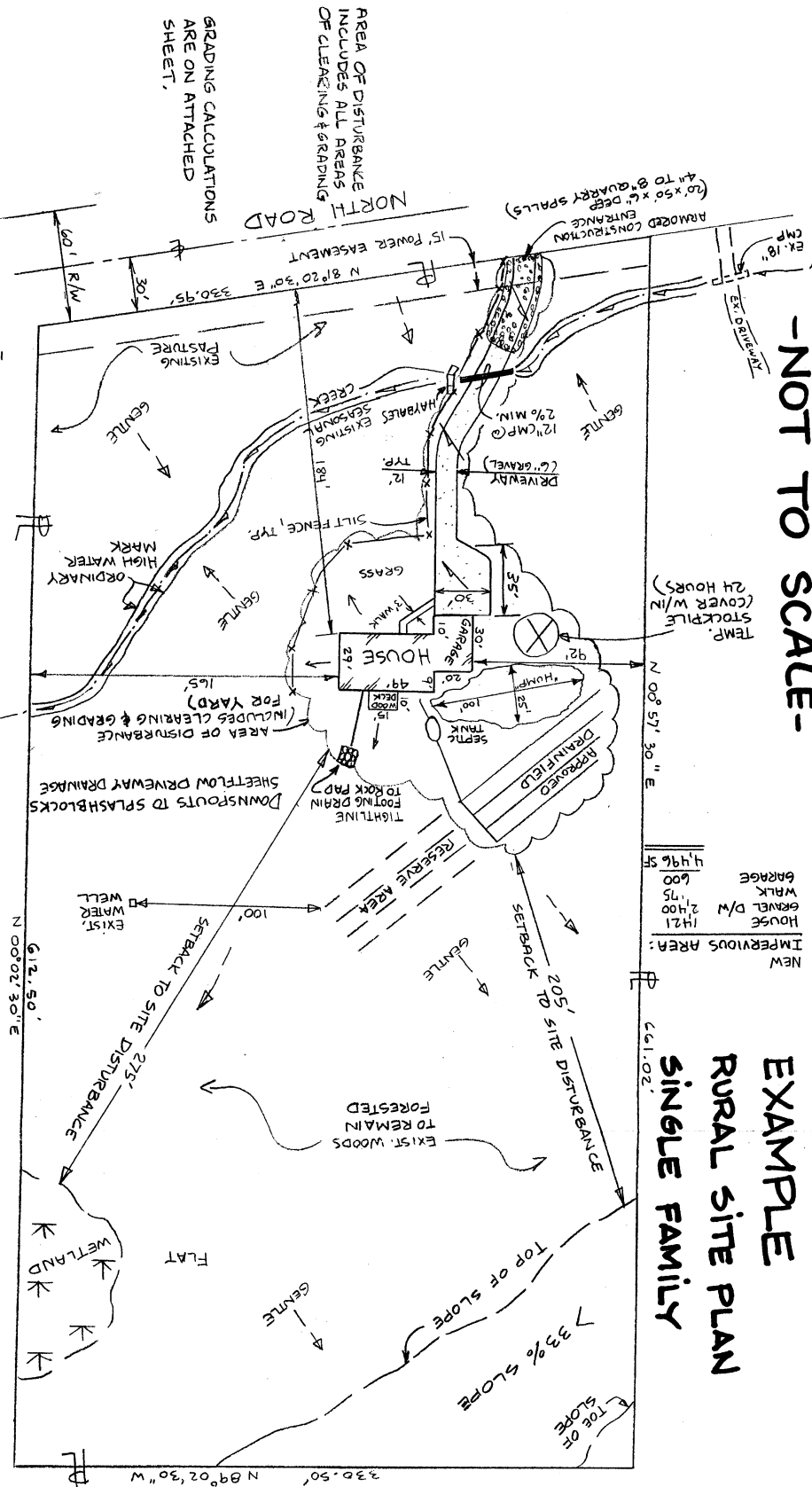


-NOT TO SCALE-

**EXAMPLE
RURAL SITE PLAN
SINGLE FAMILY**

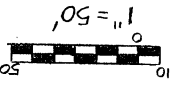
NEW IMPERVIOUS AREA:

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



GRADING CALCULATIONS ARE ON ATTACHED SHEET.

AREA OF DISTURBANCE INCLUDES ALL AREAS OF CLEARING & GRADING



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.