

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.

The counter staff will review your documents and collect the \$250.00 filing fee, plus 3% technology fee, for a total of \$257.50. 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 18 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 NUM	BER:				
PROJECT NAME:		DATE:			
1. Origin	al Pre-Application Conference Re	equest form, completed and signed			
2. 1 сору	of Property Location Map with d	riving or property directions			
graph		n on white paper no larger than 11" x 17." Do no no to a standard engineering scale (1" = 10', 20			
A.	Clearly note on site plan the sca	ıle used. (Example: 1" = 20')			
B.	Clearly indicate north arrow on s	site plan.			
C	. Show entire lot with lot line dime	ensions.			
D	Show EXISTING easements (ad	ccess, utilities, etc.). Label accordingly.			
E.	Show PROPOSED roads, drives accordingly.	way locations and parking with dimensions. Lab	bel		
F.	Show PROPOSED utility location	ns (water, power, wells). Label accordingly.			
G.	Show PROPOSED locations of setbacks to property lines.	septic tanks, drain fields, reserve areas with			
H.	Show ALL EXISTING and PRO	POSED structures with setbacks to property lin	ies.		
I.	Show EXISTING drainage feature drains, etc.).	es (eg. ditches, culverts, catch basins, french			
J .	clearing and grading limits, pro	volume of proposed site disturbance (this inclusposed timber harvest activity/ tree-cutting, stures, lawn or landscaped areas, and areas of bus surface, etc.).			
K.	Show all existing and proposed	impervious surface areas in square feet.			
L.	Show location of known streams show top and toe of slope.	s, wetlands or slopes. On slopes greater than 2	5%,		
4.	\$250 filing fee.				

Snohomish County DATE STAMP **Planning and Development Services** 3000 Rockefeller Avenue, M/S 604 Everett WA 98201 (425) 388-3311 snoco.org Search "PDS" 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 INFORMATION Applicant ____ _____ E-mail: _____ Phone __ Mailing Address _____ Zip Code Contact Person____ _____ E-mail: Phone Mailing Address _____ _____Zip Code GENERAL PROJECT INFORMATION **Project Address** Township ____Range Tax Acct # Section Description of Proposal: **DRAINAGE/LDA INFORMATION** Clearing Grading Other Is the proposal New Development (SCC 30.91N.044) Yes \square No \square , or Is the proposal Redevelopment (35% existing impervious) (SCC 30.91R.070) Yes No Clearing in sq. ft. or acres: Conversion of Native Vegetation to Lawn/Landscaped Areas in sq. ft. or acres: Conversion of Native Vegetation to Pasture in sq. ft. or acres: Grading Quantities in cubic yards: Cut: _____ Fill: _____ Proposed Impervious Surface in sq ft: Replaced: New, Plus Replaced Total: New: 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

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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 \$60 RE-INSPECTION FEE.

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

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