



SCC 30.66B Traffic Pre-submittal Conference

General Information

Per Snohomish County Code 30.66B 020, prior to submitting your development project that impact the road system with additional trips (site plan, rezone, commercial building, plat, short plat etc.) at Planning and Development Services (PDS) you must discuss your project with PDS staff in a Presubmittal Conference.

The purpose of the Pre-submittal Conference is to review the traffic related aspects of your development proposal, to determine if a traffic study is necessary, and to ensure that your actual project application is submitted with adequate information for Planning and Development Service's review process.

Presubmittal Conferences are held *by appointment only* on Tuesdays, Wednesdays and Thursdays at PDS offices located on the second floor of the Drewel Building on the County Campus at 3000 Rockefeller Ave in Everett. There is no fee for this one hour meeting.

Instructions for applicants

Presubmittal conference appointments do not have a fee and are booked "first come-first served" on receipt and completeness of the necessary documents. On receipt of required documents noted below, an appointment will be scheduled via email. Appointments are generally two weeks out.

Please submit these items electronically by uploading to [MyBuildingPermit.com](https://mybuildingpermit.com)

1. The attached form – completed to the best of your knowledge.
2. A basic site plan of your project with all proposed accesses and lot lines shown. Please note the closest public roadway(s).
3. If right of way is called out on your site plan, please include all documents and/or deeds that establish the r/w noted on the site plan.
4. A brief narrative of your project including the type of development, the number of homes/units, and for commercial projects, square footage and number of employees.

You can learn more about presubmittal requirements by reviewing Snohomish County Code, [Chapter 30.66B Concurrency and Road Impact Mitigation](#).



SCC 30.66B Traffic Pre-submittal Request

Snohomish County
Planning & Development Services
3000 Rockefeller Avenue, M/S 604
Everett, WA 98201-4046

- Submit this completed form, a proposed site plan noting access, r/w documents if noted on site plan, and a brief narrative via MyBuildingPermit.com.
- A no-cost 30.66B appointment will be scheduled and confirmed following receipt of above documents. Appointments occur Tuesdays, Wednesdays and Thursdays at Planning and Development Services located on the 2nd floor of the Drewel Building, Snohomish County Campus, 3000 Rockefeller Ave.

| *Required information. | |
|--|--|
| *Development/Project Name: | _____ |
| *Over 50 Peak Hour Trips (PHT): | <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, requires Traffic Scoping Meeting) |
| *Attach Site Plan & Narrative: | Show: scale, north arrow, public roads, dimensions of property, lot layout and critical areas (if known) and all access points. Briefly describe proposed project. |
| *Site Address or General location <i>(office use only: ID: _____)</i> | Street, city, zip code: _____ |
| *Section/Township/Range: | S: _____ T: _____ R: _____ |
| *Tax Parcel #(s): List all parcels – attach a separate sheet if necessary | _____ _____ |
| *Applicant: <i>(office use only: ID _____)</i> | Name: _____ Firm: _____ Address/City/Zip: _____ Phone: _____ Email: _____ |
| *Representative/Contact: <i>(office use only: ID: _____)</i> | Name: _____ Firm: _____ Address/City/Zip: _____ Phone: _____ Email: _____ |
| *Project Type: | <input type="checkbox"/> Commercial _____ sq ft Office/retail/other _____ <input type="checkbox"/> CU <input type="checkbox"/> SP <input type="checkbox"/> Plat <input type="checkbox"/> Rezone <input type="checkbox"/> Site Plan Approval <input type="checkbox"/> Concurrent Boundary Line Adjustment <input type="checkbox"/> Modification <input type="checkbox"/> Other _____ |
| *Proposed # lots or multi-family units | _____ |
| *Existing Single Family Residence(s): | _____ To be removed? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| *Check one: | <input type="checkbox"/> Urban (inside UGA) <input type="checkbox"/> Rural (outside UGA) |
| *Zoning: | _____ |
| List county roads impacted by proposal: | _____ _____ |
| *Existing Right of Way: If r/w is noted on your site plan, attach a copy of the document(s) used for determining the r/w | _____ _____ |

***** Office use only *****

Amanda PFN: _____

Traffic staff: _____

Appointment date: _____ Time: _____ Confirmed: _____

Drainage staff: _____

Dated routed to R/W review: _____ Date to TDR: _____

TSA: _____