



## SCC 30.66B Traffic Pre-submittal Conference

### General Information

Per Snohomish County Code 30.66B.020, prior to submitting your development project (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 Pre-Submittal Conference.

The purpose of the Traffic 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 the application is submitted with adequate information for the review process.

A half hour to one hour, no fee Traffic Pre-Submittal Conference is scheduled and held virtually through Microsoft Teams. To expedite the process, PDS Traffic reviewers may email a completed Traffic Pre-Submittal form back to the applicant without a meeting being scheduled. If this occurs, and the applicant would still prefer a virtual meeting, then a meeting will be scheduled by the PDS Traffic reviewer upon request.

### Instructions for applicants

Traffic Pre-submittal 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 the 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) (see this [link](#) for instructions).

1. The attached Pre-Submittal Conference 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 road(s).
3. If right of way (r/w) is called out on your site plan, please include all documents and/or deeds that establish the r/w noted on the site plan. For assistance with determining existing r/w, please call the Public Works Customer Service Center at 425-388-6453 or email [Contact.PWCustomerServiceCenter@snoco.org](mailto:Contact.PWCustomerServiceCenter@snoco.org).
4. A brief narrative of your project including the type of development and the number of homes/units. For commercial projects, also include the square footage and number of employees.

View more information about Traffic Pre-submittal Conference requirements in [Snohomish County Code](#), see [30.66B.020](#) Pre-submittal conference.

# 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](http://MyBuildingPermit.com).

• A no-cost 30.66B appointment will be scheduled and confirmed following receipt of above documents.

<i>*Required information.</i>	
<b>*Development/Project Name:</b>	_____
<b>*Over 50 Peak Hour Trips (PHT):</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, requires Traffic Scoping Meeting)
<b>*Attach Site Plan &amp; Narrative:</b>	Show: scale, north arrow, public roads, dimensions of property, lot layout and critical areas (if known) and all access points. Briefly describe proposed project.
<b>*Site Address or General location</b> <i>(office use only: ID: _____)</i>	Street, city, zip code: _____
<b>*Section/Township/Range:</b>	S: _____ T: _____ R: _____
<b>*Tax Parcel #(s):</b> List all parcels – attach a separate sheet if necessary	_____ _____
<b>*Applicant:</b> <i>(office use only: ID _____)</i>	Name: _____ Firm: _____ Address/City/Zip: _____ Phone: _____ Email: _____
<b>*Representative/Contact:</b> <i>(office use only: ID: _____)</i>	Name: _____ Firm: _____ Address/City/Zip: _____ Phone: _____ Email: _____
<b>*Project Type:</b>	<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 _____
<b>*Proposed # lots or multi-family units</b>	_____
<b>*Existing Single Family Residence(s):</b>	_____ To be removed? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>*Check one:</b>	<input type="checkbox"/> Urban (inside UGA) <input type="checkbox"/> Rural (outside UGA)
<b>*Zoning:</b>	_____
<b>List county roads impacted by proposal:</b>	_____
<b>*Existing Right of Way:</b> 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: \_\_\_\_\_