



## Snohomish County – Planning and Development Services

2nd Floor, Robert J. Drewel Building

3000 Rockefeller • Everett, WA • (425) 388-3311 • [www.snoco.org](http://www.snoco.org)

### PRE-APPLICATION REVIEW REQUEST - COMMERCIAL DEVELOPMENT PERMITS

A pre-application review is strongly advised for parties planning to submit for commercial building permits and commercial-related developments.

The review will identify Snohomish County requirements affecting a specific site and development, providing a basis for a more thorough project submittal. Local knowledge of a site will be provided when available.

This early identification of development requirements will, if followed by the applicant, allow a project to be submitted directly into Technical Review, bypassing the normal Preliminary Review phase of the commercial permit review process.

#### To submit for a Pre-Application Review:

1. Complete a Pre-Application Review Request form. A Pre-Application Number and Project Manager will be assigned by Planning and Development Services staff when the application is received and processed.
2. Prepare a site plan containing the items on the Minimum Submittal Requirements - Pre-Application Checklist. Additional required materials ensuring that PDS has adequate information are shown on that checklist. If the applicant wishes to provide additional information, this will enable a more project-specific pre-application review.
3. To submit the materials noted above, call our PDS Appointments Scheduling Line (425) 388-3311, ext 2790. Mail-in applications will NOT BE accepted. The fee for this Request is \$400 plus a 3% technology surcharge.
4. You will receive a telephone call from the Project Manager when the pre-application review is complete. You will have the option of picking up the review package at our office, or having it mailed to you. Turn around time for the review is 6 - 8 weeks from receipt of a complete pre-application review request to the day the review package is available for pickup at our office or mailed out to the applicant.
5. Once you have received your review package, you may request an optional Pre-Application Meeting with the Project Manager. Additional reviewers, such as a Drainage Engineer, Traffic Reviewer, Biologist, etc. may be requested to attend at a charge of \$60.00 per reviewer.



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### MINIMUM SUBMITTAL REQUIREMENTS

#### PRE-APPLICATION REVIEW REQUEST - COMMERCIAL DEVELOPMENT PERMITS

I. Seven (7) copies of a site plan to include:

Required:

- \* vicinity map
- \* tax account number and legal description
- \* contact person, name address, and phone number
- \* north arrow, scale, and date of preparation
- \* property line dimensions
- \* proposed building locations
- \* access indicating ingress and egress

Optional:

- \* location of any easements
- \* existing building locations
- \* parking area(s) including stalls, aisles, and circulation routes
- \* landscape areas
- \* water main size and location serving property
- \* fire hydrant locations (existing and proposed)
- \* septic drainfield and reserve area (if applicable)
- \* wetlands, water bodies, streams
- \* biofiltration swales/detention facilities
- \* pre- and post-development contours

NOTE: The analysis provided can only be as good as the information submitted. The optional information listed above will enable Planning and Development Services to furnish a more thorough pre-application review.

II. Pre-Application Review Request form (signed original + 6 copies)

7 copies - Commercial development narrative (e.g., describe use, size, construction, height) – you may attach additional sheets

7 copies – Clearing and grading or land disturbing activity plan that depicts and identifies the clearing limits and square footage of areas to be cleared, areas to be graded and square footage of graded areas including the location and quantities of the cut and fill and stockpile areas. The plan shall show existing areas of impervious surface and the location and quantity of new, replaced, or new plus replaced impervious surface. A drainage/stormwater narrative (type of drainage control, retention system, and water quality measures shall be included.

7 copies - List of specific concerns or questions about your development project

Pre-application fee (\$400) plus a 3% technology surcharge – payable to Snohomish County



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**PRE-APPLICATION REVIEW REQUEST  
COMMERCIAL BUILDING & DEVELOPMENT PERMITS**

Tax Account Number of Property \_\_\_\_\_

Property Address (if known) \_\_\_\_\_

Property Owner \_\_\_\_\_

Applicant/Contact Person \_\_\_\_\_

Applicant/Contact Address \_\_\_\_\_

Applicant/Contact Phone # \_\_\_\_\_

Applicant/Contact E-mail \_\_\_\_\_

Project Description (Additional Sheets May Be Attached)

How will you address **land disturbing activity (clearing, grading, etc.)** and drainage?

Note: On a separate page please list/ask specific concerns/questions about the project which we will research during our review process.

\_\_\_\_\_  
Applicant/Contact Signature

\_\_\_\_\_  
Date

**Full Pre-application Review:      \$400.00 fees plus a 3% technology surcharge (Due at Submittal)**