



## Snohomish County

### Planning and Development Services LAND USE PRE-APPLICATION MEETING

The purpose of a pre-application meeting is for the applicant to provide preliminary information and specific questions regarding the development proposal, and for PDS to provide the applicant with preliminary information about development requirements, procedural and submittal requirements (e.g. applications and fees required), known community concerns (if any), and answers to specific questions asked by the applicant. Pre-application meetings provide preliminary information only and are not intended to result in final actions or commitments by either the county or the applicant.

**Please note that pre-application meetings are intended for complex projects. There is a separate process to find out frontage, access and traffic submittal requirements. This is called a [Traffic Pre-submittal meeting \(aka 30.66B meeting\)](#). We recommend that you have this meeting before applying for a preapplication meeting, as many questions can be answered at that time.**

A Pre-Application Meeting will be scheduled approximately four weeks after receipt of a pre-application request (timeframe is dependent on current workloads). The appropriate staff will be available for an online meeting to discuss the materials and questions submitted with the pre-application request.

A land use pre-application meeting is available for the following project types:

- Administrative Conditional Use Permit (Chapter 30.43A)
- Binding Site Plan (Chapter 30.41D)
- Conditional Use Permit (Chapter 30.42C)
- Cottage Housing (Chapter 30.41G)
- Multi-family and Townhouse Site Plan (Chapter 30.23A)
- Official Site Plan (Chapters 30.31A, B or F)
- Planned Residential Development (Chapter 30.42B)
- Preliminary Subdivisions and Short Subdivisions (Chapters 30.41A & B, 30.41C)
- Rezones (Chapter 30.42A)
- Shoreline Permits (Chapters 30.44 and 30.67)
- Single Family Detached Units (Chapter 30.41F)
- Special Use Permit (Chapter 30.42F)

#### **APPLICATION PROCESS FOR A PRE-APPLICATION MEETING:**

1. Complete the **Request for Pre-Application Meeting form** and prepare all items listed on the **Pre-Application Meeting Submittal Checklist**. A minimal submittal consists of the site plan, site description, project description, and Request for Pre-Application Meeting form, and filing fee.
2. File the pre-application request at [www.mybuildingpermit.com](http://www.mybuildingpermit.com).
3. A project manager will contact you to discuss available meeting times.
5. At the Pre-Application Meeting:
  - (a) The applicant may be asked to explain or clarify the project;
  - (b) Each project review team member will respond to the applicant's questions in each area of expertise (questions are as indicated in the project narrative – see item #3 of submittal checklist);
  - (c) SEPA review applicability (exempt/non-exempt) will be determined;
  - (d) If the required "[Traffic \(30.66B\) Pre-Submittal Conference](#)" has not been conducted prior to the Pre-Application Meeting, it will be combined with this scheduled Pre-Application Meeting.
4. Staff will be available for any follow-up questions after the Pre-Application Meeting and prior to formal submittal of development permit applications.



**Snohomish County  
Planning & Development Services**

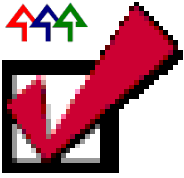
**REQUEST FOR PRE-APPLICATION MEETING**

<b>Applicant Name:</b>				<b>Address:</b>		
<b>Email Address:</b>				<b>Phone:</b>		
<b>Contact Person:</b>				<b>Address:</b>		
<b>Email Address:</b>				<b>Phone:</b>		
<b>Project Address or Location:</b>				<b>Tax Account Number(s): (Use separate sheet if needed)</b>		
<b>Sec</b>	<b>Twp</b>	<b>Rge</b>	<b>1/4</b>	<b>Current Zoning</b>	<b>Proposed Zoning</b>	<b>Acreage</b>
<b>GPP Comprehensive Plan Designation</b>				<b>Within Urban Growth Area?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, associated with which city?		
<b>Project Name: (if any)</b>				<b>Type of Application (Conditional Use Permit, Subdivision, etc. See list above):</b>		
<b>Water Supply/Water District:</b>				<b>Sewage Disposal/Sewer District:</b>		

**Please submit supporting documents described in Pre-Application Meeting Submittal Checklist along with this form.**

*I am the owner, or authorized by the owner, to submit this request for a pre-application meeting. I grant permission for Snohomish County PDS staff to enter the subject property, if necessary, for the purpose of site inspection. I acknowledge that the focus of the meeting is general in nature, for informational purposes only and shall not be interpreted as a binding commitment by Snohomish County or the applicant.*

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



# Pre-Application Meeting Submittal Checklist

For PDS Use Only

PROJECT FILE NUMBER: \_\_\_\_\_ ACCEPTED BY: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

## \_\_\_\_\_ 1. Conceptual Site Plan

### Site plan & conceptual lot configuration showing

- North arrow
- Scale (standard Engineering scale)
- Date drawn
- Existing parcels assembled
- Vicinity map
- Existing septic system(s) and/or well(s)
- Proposed lot layout
- Proposed lot sizes
- Proposed connection to existing road system including any proposed road network elements
- General dimensions of lots, existing rights-of-way, existing easements, existing structures
- Existing and proposed elevation contours at intervals not greater than five feet  
(not required where site relief is less than five feet)
- Critical Areas pursuant to Title 30 SCC
- Flood Hazard Areas
- Open Space Tracts
- Within or adjacent to designated agriculture, forest, or mineral lands

### Optional

- Any existing building locations
- Proposed new internal roads with proposed road widths
- Proposed elevation contours at intervals not greater than five feet
- Conceptual drainage proposal showing collection, detention and discharge
- 30.66B Traffic pre-submittal form (if already completed)

## \_\_\_\_\_ 2. Site Description

A brief, written description of the site describing parcel conditions (soils, drainage, topography, wetlands, streams, vegetation, wildlife, surrounding land use, traffic patterns, nearest schools, bus stops, walkways and any other unique characteristics of the site). If subdividing, include any other known land use activities or permits which may affect the subdivision process (example: any logging within the past six years and/or forest practice permits).

## \_\_\_\_\_ 3. Project Narrative / Key Issues and Specific Questions

A written description of the proposed development and lot yield targets for subdivisions, housing types (townhouses, duplexes, zero-lot line, etc.), development themes, existing and proposed zoning, etc. Please include what you see as key issues and include specific questions that you have about the property that you would like reviewers to respond to at the Pre-Application Meeting.

*The more information you provide in your pre-application submittal package, the more feedback you will receive from project reviewers to help you towards finalizing your application.*

## \_\_\_\_\_ 4. Choose staff

Please choose staff below requested to the pre-application meeting. **Choose only staff appropriate to respond to the questions included in the project narrative in item 3 above.**

- Planner (zoning/land use requirements, landscaping, SEPA, procedural and submittal requirements, etc.)

- Engineering (grading, drainage, erosion hazard areas, steep slopes, etc.)
- Critical Areas (wetlands, streams, fish and wildlife habitat areas, shoreline, etc.)
- Traffic (road/access design, concurrency, impact fees, EDDS, etc.). **NOTE:** traffic questions and issues may be discussed at traffic pre-submittal meeting required under SCC 30.66B.020. If the traffic pre-submittal hasn't already occurred, it will be included in the pre-application meeting. **It is strongly encouraged to have the traffic pre-submittal meeting prior to applying for a pre-application meeting.**
- Building (building and related codes, accessibility requirements).
- Fire (fire code requirements)
- Flood Hazard (flood hazard requirements)

\_\_\_\_\_ **4. Filing Fee (\$480.00 plus 3% Technology Surcharge)**