

PRE-APPLICATION REVIEW PROCESS

WMC 18.94.045

This packet provides the information and forms necessary to submit for a pre-application conference for a proposed land development.

A pre-application conference is an opportunity for a prospective applicant to meet with city staff to discuss the requirements for a proposed development application.

All Type III applications shall be subject to pre-application review. Type II applications may be subject to pre-application review, if determined necessary by the Director.

PRE-APPLICATION CONFERENCE PROCESS

Following are the application steps, procedures and timelines for holding a pre-application conference:

PROCEDURES:

Upon receipt of a pre-application conference request, the Planning and Development Director will:

- Schedule a date and time at which the conference will be held. Conferences shall be held within four (4) weeks from the date the pre-application conference submittal is made.
- The Planning and Development Director will forward the materials submitted to the appropriate local agencies for review and comment.
- Hold the conference. Typically, the conference is attended by a representative from Planning, Fire, and Public Works. ***If you have specific concerns that do not relate to Planning, Fire, or Public Works, you should express so in your conference submittal.***
- One week following the conference, the Planning and Development Director will issue a written report summarizing the conference and including any determinations made as a result of the conference.

PRE-APPLICATION CONFERENCE SUBMITTAL REQUIREMENTS

Pre-Application Conference Submittal Requirements. Requests for a pre-application conference submitted to the Director shall be pursuant to the following:

This requires the applicant to do all research of materials necessary to be submitted to the city for an accurate review of the proposed land use action. The following information shall be submitted:

- a. Application form completed and signed, accompanied by the application fee (See attached fee sheet)
- b. Five (5) copies of a site plan or proposed plat, as appropriate for the proposed land use, drawn to a minimum scale of 1" = 200' on a sheet no larger than 24" x 36" (one copy is acceptable of 8 ½ x 11 inches if to scale). The development plan shall include sufficient information so city departments can make an adequate determination as to the potential impact of the proposal and respond accordingly.
- c. One (1) full size copy of the assessor's quarter section map(s) with the site identified and all other property owned by the applicant within 1,000 feet of the proposed land division.
- d. One (1) copy of a road or vicinity map with the site identified.
- e. One (1) copy of the U.S. Soil Conservation Service soils survey with the site identified, or other more site-specific information.
- f. A map showing the existing zoning of all adjacent properties. This may be written on the assessor's quarter section map.
- g. Provide a written narrative and attach exhibits that give a complete and accurate depiction of what the proposal involves, including any specific questions to be answered by the city. If any specific conditions or mitigation measures are proposed by the applicant, this should be included in the narrative.
- h. Conceptual Stormwater Plans or demonstrate that increased stormwater runoff can be adequately treated and disposed of on-site.

Questions regarding any of the above may be directed to the Planning and Development Department, 1701 C Street, Washougal, WA 98671, (360) 835-8501.

**CITY OF WASHOUGAL
PRE-APPLICATION CONFERENCE REQUEST**

PROJECT TITLE:

DESCRIPTION OF PROPOSAL:

APPLICANT

Name Phone

Address

City State Zip

PROPERTY OWNER (list multiple owners separately)

Name Phone

Address

City State Zip

CONTACT PERSON (list if not same as APPLICANT) - FAX # for contact:

Name Phone

Address

City State Zip

LOCATION OF PROJECT:

Site Address _____ **Cross Street**

Serial #s of parcels included:

Comp Plan Designation: _____ **Zoning:** _____ **Overlay Zone(s):**

_____ **1/4 of Sec:** _____ **Township:** _____ **Range:**

Total Acreage of Original Parcel(s):

AUTHORIZATION

The undersigned hereby certifies that all information submitted with this application is complete and correct. I understand that any errors and/or omissions may lengthen the time to process the request. The information on and accompanied by this application is certified by me to be true and correct under penalty of perjury by the laws of the State of Washington.

In addition, my signature below also grants permission for city staff to access or enter the subject property to examine the site

Signature

Date

SUBMIT THIS APPLICATION TO THE PLANNING AND DEVELOPMENT DEPARTMENT AT CITY HALL,
1701 "C" STREET, WASHOUGAL, WA (360) 835-8501.