



City of Washougal
Pre-Application Conference

Community Development - Planning
 1701 C Street
 Washougal, WA 98671
 (360) 835-8501 • Fax (360) 835-8808
www.cityofwashougal.us

For City Use Only:

PAC: _____

Fee: _____

Paid: _____

SUBMIT THIS APPLICATION TO THE PLANNING DEPARTMENT

BRIEF DESCRIPTION OF PROPOSAL:

APPLICANT:

_____	_____	_____
Name	Phone	E-mail
_____	_____	_____
Address	City	State Zip

PROPERTY OWNER (list multiple owners separately)

_____	_____	_____
Name	Phone	E-mail
_____	_____	_____
Address	City	State Zip

CONTACT (if different than the APPLICANT)

_____	_____	_____
Name	Phone	E-mail
_____	_____	_____
Address	City	State Zip

LOCATION OF PROJECT:

Site Address: _____ **Cross Street:** _____

Located in the _____ **1/4 of Sec:** _____ **Township:** _____ **Range:** _____

Serial #s of parcels included: _____

Comp Plan Designation: _____ **Zoning Designation:** _____

Overlay Zone(s): _____ **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.

 Authorized Signature (**Letter of authorization required if other than property owner**) Date

PRE-APPLICATION CONFERENCE PROCESS

PURPOSE:

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 are also subject to pre-application review, unless excused by the director.

PROCEDURES:

Upon receipt of a complete pre-application conference request, the Community Development Director, or designee, will:

1. 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.
2. The application materials will be routed to the review team any other local agencies (if applicable) for review and comment.
3. 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.
4. One week following the conference, the Community 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

The following checklist identifies information to be included with the application. All items must be submitted, and or addressed before the application will be considered complete.

APPLICATION FORM:

The application form shall be completed and original signed - by the owner(s) of record or their authorized representative. If signed by an authorized representative, a letter of authorization signed by the owner of record identifying the authorized representative to act on their behalf shall accompany the application.

WRITTEN NARRATIVE:

Description of the proposal, including any uses, hours of operation, frequency of deliveries, etc. If residential, the number of proposed living units and housing type. The narrative should include 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.

SITE PLAN OR PRELIMINARY PLAT:

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 1/2 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. At a minimum the plan should include the following:

- Proposed name of the development;
- Date, north point, and scale of drawing;
- Names and addresses of the owner or owners, developer, engineer or surveyor, and land planner or landscape architect;
- The location, widths and names of all existing or platted streets or other public ways within or adjacent to the tract, railroad right-of-way or other important features, such as section lines or corners, city boundary lines and monuments;
- Natural features, such as rock outcroppings, marshes, wooded areas, watercourses, and isolated preservable trees;
- Existing uses of the property, including location of all existing structures on the property, and indication if they are to remain;
- Proposed streets and their location, widths, names, approximate radii of curves, and relationship to any projected streets;
- Easements. Identify location on the site or abutting property, showing the width and purpose of all existing and proposed easements;
- Lots. Approximate dimensions of all lots, minimum lot size, proposed lot and block number;

ASSESSOR'S QUARTER SECTION MAP:

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.

SOILS SURVEY:

One (1) copy of the U.S. Soil Conservation Service soils survey with the site identified, or other more site-specific information.

STORMWATER NARRATIVE OR CONCEPTUAL PLAN:

A conceptual stormwater plan or narrative which demonstrates that increased stormwater runoff can be adequately treated and disposed of on-site.

APPLICATION FEE:

Consult staff to determine application fee.

Questions regarding any of the above may be directed to the Washougal Permit Center located at 211 39th Street, Washougal, WA 98671, (360)835-8501.