



**PLANNING, COMMUNITY, & ECONOMIC DEVELOPMENT DEPARTMENT**

Mailing Address: P.O. Box 547, Anacortes, WA 98221

Office Location: 904 6<sup>th</sup> Street, Anacortes WA 98821

Phone: (360) 299-1984

# PRE-APPLICATION MEETING REQUEST

MEETING TYPE				
<input type="checkbox"/> <b>General Information Meeting</b> <i>This is an informal opportunity to meet with city staff and discuss your preliminary ideas and concepts for a project prior to a formal pre-application conference meeting. The intent of the meeting is to identify potential code requirements, issues, and site constraints prior to incurring the cost of design work and preparing plans. Please note that this meeting will not result in written comments that summarize the meeting.</i>		<input type="checkbox"/> <b>Pre-Application Conference</b> <i>This is a formal meeting to discuss the requirements for making application, completeness determination, code procedures and processes, and major issues foreseen that need to be addressed prior to submittal. This meeting may be required per AMC Table 19.20.030-1. This meeting will result in written comments that summarize the meeting and the applicable code requirements.</i>		
MEETING INFORMATION				
<b>PURPOSE OF MEETING IS FOR:</b> <input type="checkbox"/> Building Permit Only <input type="checkbox"/> Land Use Permit /Approval <input type="checkbox"/> General Questions / Feasibility		<b>IS A PRE-APPLICATION MEETING REQUIRED PER CITY CODE?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
APPLICANT CHECKLIST	PRE-APPLICATION MEETING SUBMITTAL REQUIREMENTS	PERMIT TYPE		
		GENERAL INFORMATION MEETING	PRE-APPLICATION CONFERENCE	OFFICE USE ONLY
	Complete the pre-application conference application above	✓	✓	
	Prepare a narrative, addressing the items listed below	N/A	✓	
	Optional narrative, addressing the items listed below	✓	N/A	
	Prepare a site plan, including the items listed below	N/A	✓	
	Optional site plan, including the items listed below	✓	N/A	

**PROJECT INFORMATION**

<b>ZONING</b>	<b>FUTURE LAND USE DESIGNATION</b>
<b>PROJECT NAME</b>	<b>ACREAGE /LOT AREA</b>
<b>EXISTING USE /OCCUPANCY</b>	<b>PROPOSED USE /OCCUPANCY</b>
<b>SITE ADDRESS (Street, Suite #)</b>	<b>PARCEL(S) #</b>

**PROPERTY OWNER INFORMATION**

<b>NAME</b>	<b>MAILING ADDRESS</b>
<b>PHONE</b>	<b>EMAIL</b>

**APPLICANT INFORMATION**  Same as property owner

<b>NAME</b>	<b>MAILING ADDRESS</b>
<b>PHONE</b>	<b>EMAIL</b>

**PROJECT DESCRIPTION /PERMITS REQUESTED**


**NARRATIVE CHECKLIST**

For **pre-application conferences only**, please answer the items below in your narrative. In your response, please reply to each item using the same numbering scheme as below.

1. Describe in detail the proposed project and what type of permit(s)/approval(s) are sought.
2. Are there any critical areas on the subject property or within 300 feet to it? If so, have any critical area reports been prepared, if applicable?
3. Is the subject property within 200 feet of a shoreline?
4. What are the existing and proposed land uses on and adjacent to the subject property?
5. What is the existing and proposed number of dwelling units (DU), if applicable?
6. What is the existing and proposed height of building(s), if applicable?
7. What is the square footage of both the existing and proposed building(s), if applicable?
8. Is a fire sprinkler or fire alarm system existing or proposed?

9. For subdivisions only, what is the lot area (net and gross)?
10. For subdivisions only, provide a density calculation using the zone's maximum density permitted.
11. Describe how the project site drains.
12. What are the traffic patterns surrounding the subject property and perceived project related impacts from employees &/ or customers, if applicable.
13. What is the expected noise related to the project or use?
14. What vegetation, landscaping, &/or screening exists onsite and what is proposed, if applicable?
15. How many off-street parking spaces exist onsite and how many are proposed (if applicable)?
16. How will the site /development connect to the existing or proposed road system?
17. What is the timeline to both begin and complete the project?
18. What are the expected hours of operation, if applicable?
19. Are there any unusual physical characteristics about the subject property?
20. Do any hazardous material(s) exist onsite or are hazardous materials proposed for storage?
21. What public utilities are located onsite and the adjacent right-of-way, what utilities will be used, and does any utilities need to be extended? Please note that all utilities must be below ground.
22. List existing and proposed lot coverage, impervious surface, and floor area ratio calculations, if applicable.
23. Provide photos of the street frontage.
24. List of questions for staff.

### **SITE PLAN CHECKLIST**

For **pre-application conferences only**, please include the following items on your site plan

- Site drawings drawn to scale (prefer 1' = 20', 1" =30', 1" =40', or 1" =50')
- Location /vicinity map
- North arrow
- Date drawn
- Existing and proposed lot layout
- Existing and proposed structures with dimensioned distances from existing and proposed property lines
- For subdivisions show existing and proposed lot configuration, lot sizes, lot dimensions, existing and proposed access, existing and proposed easements, and existing and proposed right-of-ways
- Show the location of any critical areas that are located either on the subject property or within 300 feet to it, if applicable
- Show the location of any shorelines & the associated ordinary high water mark that are located either on the subject property or within 200 feet of it, if applicable

- Topography lot contours drawn at 5 or 10 foot intervals
- Location of trash /recycling receptacles, if applicable
- Location of existing and proposed streets, internal roads, drives, alleyways, sidewalks, curb, & gutter
- Location of existing and proposed easements (i.e., utility, access, native growth protection, etc.)
- Show both existing and proposed above ground or below ground tanks (i.e. oil, LPG, etc.), if applicable.
- Location of significant trees designated for either retention or removal
- Location of existing and proposed landscaping /screening
- Location of existing or proposed parking, with parking layout, stall dimension, aisle dimensions, and route of travel listed
- Location of existing and proposed utilities
- Location of mechanical /electrical, vaults, or accessory equipment
- Location of septic tanks, drain fields, and wells (onsite and within 300 feet)
- Show the location of bulkheads, retaining walls, dikes, and levees
- Show existing and proposed drainage
- Show existing and proposed frontage improvements
- Show existing and proposed access and the connection to the existing road system.
- Show the location of fire hydrants that abut the subject property.

**PLEASE INDICATE WHO IS GOING TO ATTEND THE MEETING ON YOUR BEHALF:**

- |  |                                     |  |   |
|--|-------------------------------------|--|---|
| <input type="checkbox"/> Applicant               | <input type="checkbox"/> Architect  | <input type="checkbox"/> Engineer      | <input type="checkbox"/> Developer        |
| <input type="checkbox"/> Geotechnical Consultant | <input type="checkbox"/> Landowner  | <input type="checkbox"/> Legal counsel | <input type="checkbox"/> Traffic Engineer |
| <input type="checkbox"/> Wetland Consultant      | <input type="checkbox"/> Contractor | <input type="checkbox"/> Designer      | <input type="checkbox"/> Other: _____     |

**ACKNOWLEDGEMENTS & SIGNATURES**

*I am the authorized person in charge of the above activity and the information given in this application and agreement is correct. I grant permission to city staff to enter the project site to verify presence or absence of critical areas and to perform inspections of the work proposed by this application.*

	<input type="checkbox"/> <b>Applicant</b> <input type="checkbox"/> <b>Property Owner</b>
<b>Printed Name</b>	
<b>Signature</b>	<b>Date</b>