



<p><b>Project Name:</b> _____</p> <p><b>Project Type:</b> _____</p> <p><b>Project Description:</b> _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>Project #:</b></p> <p style="text-align: center;">STAFF USE AREA</p> <p style="text-align: right;">Date stamp</p>
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**Pre-Application Process:** The pre-application meeting is an opportunity for the Development Review Team (DRT) to review an applicant’s potential project proposal prior to filing a formal application. The DRT consists of the City’s planning (zoning, environmental, shorelines), engineering (traffic, stormwater), and building (building code) staff, as well as the Northshore Utility District (water, sewer), and Northshore Fire District (emergency access, fire code).

A pre-application meeting is required for all new short plats, long plats, site plans, variances, conditional use permits, shoreline substantial development permits, wireless communication facilities, and other types of projects requiring involvement from multiple members of the DRT.

Pre-application meetings are scheduled approximately 3 weeks after submittal of the request (i.e. permit application, plans, project description, etc). This 3 week lead time provides the DRT an opportunity to thoroughly review the project for compliance with applicable regulations, understand potential issues with the project, and identify all necessary permits and approvals.

Written feedback and “draft” review comments from the DRT will be provided to the applicant 2-3 days prior to the pre-application meeting in order to ensure the applicant has time to prepare for the meeting and invite additional attendees if necessary.

The format of the pre-application meeting is intended to be informal and create a collaborative environment in which DRT members and the applicant work together. The pre-application meeting will be attended by all appropriate DRT members and time is typically used to discuss the project in more detail, go through the feedback and “draft” review comments, and answer questions the applicant may have.

Following the meeting, the DRT will “finalize” the review comments by incorporating any revisions or new information which came up during the pre-application meeting. The final review comments will be provided to the applicant within approximately two (2) business days after the pre-application meeting and will include application forms and submittal checklists to file a formal application for the project. The information provided as part of the pre-application process does not constitute a formal approval or permit and does not vest any portion of the application or future applications.

**Submittal Requirements:** Generally speaking, the higher quality and more detailed plans and information submitted to the DRT for review will result in higher quality and detailed feedback in return – which could eliminate time-consuming revisions later during the formal application review. Below is a guideline of the minimum information which should be submitted for a pre-application meeting request. In some circumstances, City staff may require specific information or studies be provided by the applicant prior to a pre-application request.

If you are not quite to the stage where you have a great level of detail, or just have questions related to a project you have prepared yourself, you should contact Development Services staff to get your questions answered.

Please check each box under the applicant heading on this checklist to confirm items included in your submittal.

1	Appl.	Staff	<b>Permit application</b> (form #101) and <b>project narrative</b> . At a minimum, the project narrative shall include the following information:	# of Copies		
	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>a. Detailed project description including proposed uses, number of units, unit types, proposed improvements, number of parking stalls, etc.</li> <li>b. Existing zone.</li> <li>c. Size of project site.</li> <li>d. Availability of water and sewer.</li> <li>e. Existing development (use and structures) on subject property.</li> <li>f. Development on adjoining properties.</li> <li>g. Description and name of road(s) providing legal access to site, internal circulation, sidewalks and parking.</li> <li>h. Description and type of environmentally critical areas on or near the site (if any). Critical area information must be provided if critical areas are on site or in the immediate vicinity of the project.</li> <li>i. If a subdivision is proposed, indicate density, lot size, setbacks and access and how they meet the City of Kenmore development regulations.</li> <li>j. Landscaping requirements (if any).</li> <li>k. If commercial or multi-family development describe proposed use(s) and square footage by floor level, and parking requirements.</li> <li>l. Any other information as required by the Director.</li> </ul>	5		
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Site Plan</b> <ul style="list-style-type: none"> <li>• Site plan size, a minimum of 18"x24" drawn to a legible engineering scale.</li> <li>• Name of person who prepared the site plan, surveyor/engineer/architect stamp and signature.</li> <li>• Name and address of owner, applicant, engineer, and/or architect.</li> <li>• North arrow and vicinity map. Show sufficient detail to clearly locate the project in relation to arterial streets, natural features, and municipal boundaries.</li> <li>• Tax parcel number and address.</li> <li>• Legal description of the property boundary and dimensions of all proposed lots.</li> <li>• Net and gross site area in square feet and acres.</li> <li>• Existing and proposed impervious surface calculations and breakdown of the total impervious area.</li> <li>• Zoning designation of property and surrounding properties.</li> </ul>	5		
	<input type="checkbox"/>	<input type="checkbox"/>	<b>SEPA Checklist</b> (if applicable)	2		
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Reports</b> and any other related project documents (for example stream/wetland report)	2		
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Disk or USB drive</b> <ul style="list-style-type: none"> <li>▪ PDF files of <u>all</u> documents associated to the application and described in this checklist.</li> <li>▪ Separate PDF files and labeled appropriately (do <i>not</i> save as one large PDF).</li> </ul>	1		
<b>2</b>	Please check each corresponding box next to the issue(s) you wish to discuss and include your concerns/questions. This will help the DRT to research and prepare for the meeting.					
	<input type="checkbox"/>	<input type="checkbox"/>	Building	<input type="checkbox"/>	<input type="checkbox"/>	Sensitive Areas
	<input type="checkbox"/>	<input type="checkbox"/>	Fire Sprinkler/Alarm	<input type="checkbox"/>	<input type="checkbox"/>	SEPA
	<input type="checkbox"/>	<input type="checkbox"/>	Zoning	<input type="checkbox"/>	<input type="checkbox"/>	Sewer/Water/Septic
	<input type="checkbox"/>	<input type="checkbox"/>	Surface Water/Drainage	<input type="checkbox"/>	<input type="checkbox"/>	Soils
	<input type="checkbox"/>	<input type="checkbox"/>	Traffic/Access	<input type="checkbox"/>	<input type="checkbox"/>	Landscaping
	<input type="checkbox"/>	<input type="checkbox"/>	Trees	<input type="checkbox"/>	<input type="checkbox"/>	Shorelines