



# PRE-APPLICATION MEETING REQUEST

Requestor Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Receipt No.: \_\_\_\_\_ Receipt Date: \_\_\_\_\_ Received By: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

## What is a Pre-Application Meeting?

Prospective applicants for building permit, State Environmental Policy Act (SEPA) review, or other land use action, permit or approval may find it useful to request a Pre-Application meeting. A Pre-Application is currently required for any subdivision or short subdivision application. This meeting provides you with an opportunity to discuss your proposal with City staff prior to submitting a formal application.

Pre-Application meetings are a valuable resource in the processing of your application, particularly if you are unfamiliar with City standards, required permits, or if your proposal is complex or needs multiple approvals. The meeting will familiarize you with the various elements of the City's permitting process, including:

- Clarifying the regulations and plan submittal requirements specific to your proposal;
- Providing you an early opportunity to identify potential major issues; and
- Discussing the plan review process to expedite permit processing and approvals.

## PROCEDURE

Pre-Application meetings are scheduled through the City Planner. You will be notified of the date and time of your meeting within two (2) business days of your submittal of this form.

For the City to be as responsive as possible to your proposal, the Pre-Application materials must include the following:

- A fully completed and signed Pre-Application Meeting Request form (original signature required; faxed or emailed forms with signature will not be accepted);
- **Four (4) sets of proposed plans.** At a minimum, provide a site plan. *Plans can be conceptual and do not need to be construction-quality drawings;* however the more information you provide, the more complete and project-specific staff comments will be. Your plans must be legible and preferably to scale (e.g. 1" : 20' for site plans, 1/4" : 1' for floor plans); and
- **\$500.00 Fee** (payable by cash or check to the City of Brier)

You will need to submit the requested materials a **minimum of seven (7) calendar days prior to the scheduled meeting.**

## SCHEDULING

Pre-Application meetings are scheduled on a first-come/first-served basis into the next available meeting opening. If you have a time preference please let us know, we will do our best to accommodate the request. Additional information on the Pre-Application process may be obtained by contacting the City at (425) 775-5440.

## ACKNOWLEDGEMENT

I certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my knowledge. Materials submitted as part of Pre-Application meetings do not constitute a formal application. Pre-Application meetings also are not used to determine the completeness of an application and therefore do not "vest" an application. An application is vested to the codes and laws in place at the time of a complete application. A determination of "completeness" is evaluated only after a formal application is made. I acknowledge the meeting is for informational purposes only and shall not be interpreted as a binding commitment by the City of Brier.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



TO: BUILDING, ENGINEERING, PLANNING, PUBLIC WORKS

Meeting Room: \_\_\_\_\_

Date / Time: \_\_\_\_\_

**Please fill out this form to the best of your ability, either typed or printed legibly.**

Contact Person:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Property Owner(s), if different:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			

Site Address(es):
Assessor Parcel Number(s) – (APNs):
Name of Proposal:
Description of Proposal (building, site, proposed use):
Specific questions you would like addressed: