



PRE-APPLICATION MEETINGS

WHAT IS A PRE-APPLICATION MEETING?

A Pre-Application Meeting is a meeting between project applicant and representatives of appropriate City departments and other review entities that is conducted prior to the submission of a detailed application for a building or land use permit. These “Pre-App” meetings are intended to provide an overview of the regulatory requirements and application process.

WHEN IS PRE-APP REQUIRED?

Unless waived by the Community Development Director, potential applicants or their designees are required to attend a Pre-App meeting for all Type III, Type IV, and Type VI land use actions.

HOW WILL THE PRE-APP BENEFIT ME?

Pre-App meetings are highly recommended as they identify early on in the process potential obstacles with proposed projects. This helps property owners, contractors, developers, and businesses owners determine the feasibility of projects before expending much money. Applicants are provided with requirements, expectations, and code references to assist them with their project. These help ensure complete and correct submittals when applying for building or land use permits which improve plan review and approval times, reduce the need for resubmittals, and save applicants time and money.

The following departments and other agencies (as needed) review the plans and attend the meetings:

- Planning
- Engineering (Transportation, Right-of-Way)
- Stormwater
- Building
- Fire
- Utilities (dependent on type of project)

WHAT ARE THE LIMITATIONS OF PRE-APPS?

Predevelopment review is a forum for city staff to assist you during the feasibility and preliminary analysis phase of your project. The information we provide does not constitute a formal approval or permit and is dependent on the level of information you give us.

HOW DO I SCHEDULE A PRE-APP?

To schedule a Pre-App, submit a completed Pre-Application Meeting request with the required materials for the proposed project to Development Services for Planning, Building and Public Works by email at DMPlanning@desmoineswa.gov. Staff will screen the submittal to ensure the requirements identifies on page 2 of the application have been sufficiently met. Qualifying submittal will then be scheduled for the next available time slot a minimum of two weeks out.

Pre-App Meeting Requests are available online at:
<https://desmoineswa.hosted.civicleve.com/cms/One.aspx?portalId=17385088&pageId=17478378>.

For additional assistance please call (206) 870-7576 .

WHEN AND WHERE ARE THE PRE-APPS HELD?

Pre-App meetings run for a maximum of one hour at 1:30 and 2:45 p.m. on Wednesday afternoons. They are held in the South Wing Conference Room in City Hall at 21630 11th Avenue South, Suite D.

WHAT DOES THE PRE-APP COST?

Pre-Apps are currently free of charge for the first and second meeting. Each additional meeting regarding the same project or location is \$350.



PRE-APPLICATION MEETING REQUEST

Preliminary Application File #:

Date:

PROJECT

PROJECT NAME:

PROJECT ADDRESS:

TAX ASSESSOR'S ID #:

BRIEF DESCRIPTION:

PROPERTY OWNER

NAME:

PHONE:

ADDRESS:

FAX:

CITY:

STATE:

ZIP:

E-MAIL:

APPLICANT

NAME:

E-MAIL:

PHONE:

APPLICANT SIGNATURE

SIGNATURE:

DATE:

For Office Use Only

☐ TYPE I☐ TYPE II☐ TYPE III☐ TYPE IV☐ TYPE V

PROJECT PLANNER:

MEETING DATE/TIME:

INTAKE DATE:

NOTES:

PLEASE SUBMIT the following information and a completed pre-application meeting request form to the Planning, Building and Public Works Department by email at DMPlanning@desmoineswa.gov. Pre-application meetings are usually held on Wednesdays at 1:30 and 2:45 p.m. for one hour, **two weeks from the date that a complete pre-application package is submitted. At this time pre-app meeting are virtual.**

The Planning, Building and Public Works Department will review your preliminary application information prior to formal submittal of an actual land use application package and fee payment. While we will attempt to cover as many of the planning-related aspects of your proposal as possible during the meeting, subsequent review of a complete application may reveal issues not identified during this initial review. This meeting is advisory only. The applicant is responsible for ensuring that any formal application submitted in the future complies with the code requirements in effect at the time of submission. Please keep in mind the caliber of staff comments you receive will be directly related to the amount and detail of preliminary application information provided to us. It benefits you to provide as much information as you possibly can.

PRE-APPLICATION CONCEPTUAL PLAN REQUIREMENTS

☐ **VICINITY MAP**

☐ **STREETS**

(Private or public): location of subject site with respect to the nearest street intersections, alleys and other rights of way serving site.

☐ **TITLE POLICY**

Research and illustration of all encumbrances affecting property as shown in schedule B of the Title Policy.

☐ **UTILITIES**

Location of existing and proposed utility poles, fire hydrants, and other utilities.

☐ **GRADES**

Show site grades greater than 15% at 5' intervals; less than 15% at 2' intervals.

☐ **DRAINAGE**

Location of any known open or closed drainage conveyances, stream, wetland, or seepage area.

☐ **CONCEPTUAL SITE PLAN**

- a. Date, scale and north arrow (oriented to the top of the plan sheet)
- b. Subject property with all property lines, adjacent streets and easements dimensioned and identified (differentiate new lot lines from existing lot lines)
- c. Show dimensioned footprints, square footage and setbacks to property lines of all buildings on site, existing and proposed
- d. Lot area square footage
- e. Proposed parking areas with dimensions
- f. Proposed point of egress/ingress
- g. Internal roads and radii
- h. Square footage of existing and proposed on-site impervious surfaces
- i. Generalized floor plan with occupancy identification
- j. Elevation with building height dimensions from existing grade to building roof peak
- k. Natural features such as streams, lakes and wetlands
- l. Proposed landscaping
- m. Shoreline Ordinary High Water Mark, if applicable

☐ **NARRATIVE**

Please submit a letter referencing the location of the property and a DETAILED description of the project proposal. Indicate any area(s) of special concern and questions that you particularly need to be addressed.