



PLANNING, COMMUNITY, & ECONOMIC DEVELOPMENT DEPARTMENT  
**PRE-APPLICATION CONFERENCE APPLICATION & CHECKLIST**

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

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

*Phone: (360) 299-1984*

**A. WHAT ARE YOU REQUESTING?**

**GENERAL INFORMATION MEETING:**

- 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.

**PRE-APPLICATION CONFERENCE:**

- 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.

**B. PLEASE FILL OUT THE APPLICATION BELOW:**

<b>PURPOSE OF MEETING IS FOR:</b>			
<input type="checkbox"/> Land Use Permit /Approval	<input type="checkbox"/> Building Permit Only	<input type="checkbox"/> General Questions / Feasibility	
<b>IS A PRE-APPLICATION CONFERENCE REQUIRED BY CITY CODE?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<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>		Section:	Township:
		Range:	
<b>LANDOWNER NAME:</b>		Phone:	
Address (Street, City, State, Zip):		Email Address:	
<b>APPLICANT NAME:</b>		Phone:	
Address (Street, City, State, Zip):		Email Address:	

<b>CONTACT PERSON:</b>	Phone:
Address (Street, City, State, Zip):	Email Address:
<b>BRIEF PROJECT DESCRIPTION /PERMITS REQUESTED:</b>	
_____	
_____	

**C. 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.

#### **D. 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.

**E. SCHEDULING OF MEETING:**

Please note that the more information you provide in your pre-application submittal package, the more feedback you will receive from project reviewers to help you towards finalizing your application. Written comments provided to you following a pre-application conference are preliminary in nature and may change as additional information becomes available. Pre-application conferences do not vest you to current code.

Meetings are scheduled for the next available date with a minimum of two (2) weeks lead time. Meetings are held either in the Parks and Recreation Department’s conference room or in city council chambers. When scheduled, meetings occur on Tuesdays starting at 1:30 PM. Planning Department staff will arrange a meeting date and time following application submittal.

**F. APPLICANT’S ATTENDEES:**

Please indicate who is going to attend the meeting on your behalf.			
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:

**NOTE:**

- I am the property owner and 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.

**SIGNATURE REQUIRED:**

I certify that the information, statements, answers above regarding the subject application(s) are true and correct to the best of my knowledge and belief.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Company: \_\_\_\_\_  
 Date: \_\_\_\_\_

**PRE-APPLICATION CONFERENCE SUBMITTAL CHECKLIST:**

The following information /items are required for application submittal:

Applicant Checklist	<p style="text-align: center;"><b>SUBMITTAL REQUIREMENTS:</b>  <i>The number indicates the number of copies for submittal.</i></p>	PERMIT TYPE:		
		General Information Meeting:	Pre-Application Conference:	Office Use Only
	Complete the pre-application conference application above	3	3	
	Prepare a narrative addressing the items that are listed above		3	
	Optional narrative (addressing the items that are listed above)	3		
	Prepare a site plan including the items listed above		3	
	Optional site plan (including the items listed above)	3		