



PRE-APPLICATION MEETING SUBMITTAL CHECKLIST

Planning & Community Development

Pre-application meetings are an integral part of the application process. It is at this stage that the applicant can be provided with a description of the process, application submittal criteria, and help clarify other agency involvement. It also allows us, other city departments and some external agencies to acquaint ourselves with the proposal. **Pre-application meetings are mandatory for certain types of permits and land use actions. Optional pre-application meetings are available by request if desired.** The following information is necessary to schedule a pre-application meeting:

- Pre-Application Meeting Request (1 copy only)**
- Critical Area Worksheet.** A critical area report may be required if a critical area such as a stream, wetland, or steep slope exists on or is adjacent to the site.
- Submittal Fees:**
 - Mandatory meeting: \$468.00
 - Optional meeting: \$199.00
- Description of proposed project (6 copies):**
 - Written description, include as much detail as possible.
- General Information (6 copies):**
 - Address and parcel number of the property.
 - Existing use of property.
 - Proposed number of dwelling units (if applicable).
- List of Questions (6 copies):**
 - Specific areas that need clarification
- Site Plan Information (to scale, 6 copies, 11 x 17 minimum size)**
 - Property lines with dimensions.
 - Proposed site modifications, structures, building and parking layout.
 - Existing site conditions, structures, building location and setbacks.
- Proposed vehicular access and driveways.**
- Location of proposed lot lines (if subdivision or other plat).**
- “Significant trees” (8” diameter at breast height for conifers, 12” for all others if known).**
- Existing frontage improvements (e.g. sidewalk).**
- Location of utilities and hydrants (if known).**
- Location of easements if known – access, sidewalk, utilities.**
- Estimate of grading quantity (if known).**
- Critical areas (streams, wetlands, steep slopes, etc.), use the Critical Areas Worksheet to help assess these features. Provide copies of any preliminary studies (stream typing, wetland delineation, geotechnical, etc.) if available.**
- Building Information (6 copies):**
 - Square footage (footprint and total).
 - Number of floors proposed.
 - Elevation (schematic).
 - Type of construction (if known).
 - Type of occupancy (if known).
 - Conceptual building floor plans (if possible).
- Optional Additional Information (6 copies):**
 - Water and sewer certificates
 - Structural calculations
 - Geotechnical reports
 - Other draft studies or reports

Pre-application meetings are scheduled on Tuesdays from either 9:00 to 10:30 or 10:30 to 12:00 am with a 14-day minimum lead time.

NOTE: Plans presented at a pre-application meeting are non-binding and do not vest a project in the event of a code change. Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted.

Fees effective 1/2019

The Development Code (Title 20) is located at CodePublishing.com

Hours of Operation: M, T, Th, F: 8:00 a.m.–5:00 p.m., W: 1:00–5:00 p.m. ♦ Permit Processing ends at 4:00 p.m. daily

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