

PRE-APPLICATION PROCEDURE OVERVIEW

PRE-APPLICATION REVIEW

A pre-application review conference is required before submitting a Type II or a Type III application. This requirement may be waived if the Planning Director determines that pre-application review is not warranted for the specific proposal.

PURPOSE

The purpose of the Pre-Application Conference is for the applicant to provide city staff with all the requisite information on the scope of the proposal and the existing conditions of the site so that city staff can, in turn, provide the developer with all the requirements that must be met in order to have the proposal approved through the formal review process, and to provide information on the process itself.

The quality, accuracy, and depth of the information provided by the, the applicant, at the time of the pre-application conference (and within the subsequent staff report) is important for the city to accurately give you an assessment of your proposal.

APPLICATION PROCEDURE

The applicant will submit the complete APPLICATION FORM (attached) and the requested submittal items listed here-in, along with the application fee at 1701 C Street, Washougal, WA 98671. Prior to submitting, an Applicant can get basic zoning and code information from the Planning Department, at the same address, or by calling (360) 835-8501.

CONFERENCE

After receiving the application for Pre-Application Review, the city will mail written notice to the applicant and to other interested agencies and parties, including any local neighborhood association, stating the date, time, and nature of the conference, and the purpose of pre-application review. The conference will be scheduled within four (4) weeks from the date the application is accepted. The city will coordinate the involvement of agency staff responsible for planning, development review, roads, drainage, parks, other pertinent subjects, and relevant staff will attend the conference. Details, issues, and requirements regarding the proposal will be discussed during the conference.

PRE-APPLICATION REVIEW REPORT

Within seven (7) working days after the conference is held, the city will mail the applicant and other interested parties a Pre-Application Review report summarizing the proposal, identifying the relevant approval criteria and development standards, evaluating the information submitted by the applicant insofar as it addresses the approval criteria and development standards, and identifying additional information needed to respond to the criteria or other issues. In addition, the report will identify information relevant to the application, which the city has or knows, as well as identifying the applicable application fees.

EXPIRATION

Unless a subsequent application for the proposal is submitted within one year of the Pre-Application Review, a new Pre-Application review will be required. However, within one year an applicant may submit a written request for a second Pre-Application conference for which there will be no additional fees required if the proposal is substantially similar or reflects changes based on information received from the first Pre-Application review.

PRE-APPLICATION CONFERENCE NON-LAND DIVISION SUBMITTAL REQUIREMENTS

The following is a checklist of information that should be included with the Pre-Application Conference Application.

1. APPLICATION FORM

The application form shall be completed and signed by the applicant.

2. APPLICATION FEE

The fee for a Pre-Application Conference shall accompany the application. The check is to be made payable to "City of Washougal". (See attached fee sheet)

3. SUBMITTAL COPIES

- Five (5) individually bound copies (e.g., using jumbo clips, stapled, comb or spiral binding, etc.) of the full application package shall be submitted. Also, two (2) individually bound copies of the following, if applicable:
 - * Traffic Study (if applicable)
 - * Wetland Study (if applicable)
 - * Geological Study (if applicable)
 - * Archeological Predetermination (if applicable)
 - * Conceptual Storm Drainage Plan
- The proposed plan shall be drawn to a minimum scale of 1" = 200' for subdivision and 1" = 50' for all other applications, on a sheet no larger than 24" x 36", and include reduced copies of 11" x 17" for all sheets larger than 11" x 17".
- General Location Map with site identified
- Elevation Contours Map
- Soil Type Map
- Quarter Section Map with site identified
- Narrative and attach exhibits that give complete and accurate depiction of what the proposal involves, including any specific questions to be answered by the city.

4. PROPOSED PLAN

The following information shall be clearly depicted on the proposed plan:

General Information:

- Applicant's name, mailing address, and phone number
- Owner's name and mailing address
- Contact person's name, address, and phone number
- North arrow (orientated north, east or west, and pointer to the top of the page), scale and date
- Proposed name of project (i.e., subdivision or business)
- Total size of site in acres

Existing Conditions:**Environmental – On and within on hundred (100) feet of the site**

- Any water courses (streams, rivers, etc.)
- Areas prone to flooding
- Water bodies and known wetlands
- Any unstable slopes and landslide hazard areas
- Significant wildlife habitat or vegetation
- Significant historic, cultural, or archeological resources

Land Use and Transportation

- Layout of existing parcels drawn to scale
- Location(s) of any existing building(s) on the site
- Name and location of roadways and roadway easements (private and public), and surface material of these roads (e.g., gravel, asphalt or concrete pavements, etc.)
- Location of existing driveways and those driveways across the street to include distance between driveways and roadways (centerline to centerline)
- Location and width of existing pedestrian (e.g., sidewalks) and bicycle paths on and within one hundred (100) feet of the site
- Transit routes and stops within ¼ mile of the development site

Proposed Improvements:**Environmental**

- Wetland, stream, steep bank buffer areas/protected areas
- Planned enhancement areas

Land Use and Transportation

- Proposed easements
- Location and width of road right-of-ways (including crossroads)
- Location and width of proposed roadways (e.g., curb to curb distance), provided by drawing or note
- Location and width of off-site roads (including right-of-ways and roadways) which will provide access to the site
- Location and width of proposed pedestrian (e.g., sidewalks) and bicycle paths
- Location and width of proposed easements for access, drainage, utilities, etc. (provided by drawing or note)

For Site Plan Reviews

- Proposed layout of structures, areas to be landscaped, and off-street parking and loading areas

Storm water

- Included as part of the site plan, a conceptual storm water system layout, which includes locations of proposed storm water facilities including storm water lines, treatment facilities, and quantity control.

**SPECIFIC QUESTIONS AND ISSUES
YOU WISH TO DISCUSS AT THE PRE-APPLICATION CONFERENCE:**

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Appropriate staff are invited as needed to assist in discussing the specific questions and issues noted.

Please note below the names of city staff with whom you have already discussed this proposal, especially in relation to the above questions and issues:

Also, please indicate which agencies, departments, or divisions you believe should attend the conference to discuss pertinent questions or issues related to this proposal:

**PRE-APPLICATION CONFERENCE
APPLICATION FORM**

PROJECT TITLE: _____

DESCRIPTION OF PROPOSAL: _____

APPLICANT:

Name Phone

Address

City State Zip

PROPERTY OWNER (list multiple owners separately):

Name Phone

Address

City State Zip

CONTACT PERSON (list if not same as applicant) Fax # for contact: _____

Name Phone

Address

City State Zip

LOCATION OF PROJECT:

Site address _____ **Cross street** _____

Serial #s of parcels included: _____

Comp Plan designation: _____ **Zoning:** _____ **Overlay Zone(s)** _____

_____ **1/4 of Sec:** _____ **Township:** _____ **Range** _____

Total Acreage of Original Parcel(s): _____

AUTHORIZATION

The undersigned hereby certifies that all information submitted with this application is complete and correct. I understand that any errors and/or omissions may lengthen the time to process the request.

Authorized Signature (letter of authorization required if other than property owner) **Date**

Submit this application with the Planning Department at 1701 C Street, Washougal, WA 98671 (360) 835-8501