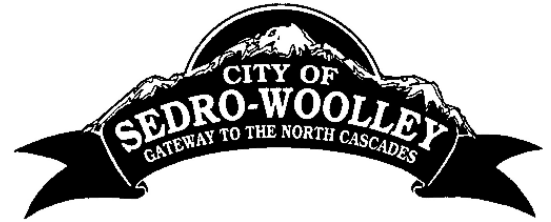


PRE-APPLICATION MEETING APPLICATION PACKET



City of Sedro-Woolley
Building, Planning & Engineering
325 Metcalf Street, Sedro-Woolley, WA 98284
Phone 360-855-0771 Fax 360-855-0733

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 Phone 360-855-0771 Fax 360-855-0733
PRE-APPLICATION MEETING
APPLICATION CHECKLIST



Date Stamp

APPLICATION No. _____

Applicants shall be charged a \$**120.00** non-refundable fee at the time of application. (Planning Review fee: \$60.00, engineering review fee: \$60.00). All Pre-Application Meeting requests must be accompanied by the documents listed below. Failure to attach all the required submittal documents will result in an incomplete application and will not be accepted by City staff.

THIS PAGE TO BE COMPLETED BY CITY STAFF AT THE TIME OF APPLICATION

Received	Required Submittals
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- 1 Completed Application Signed by Applicant

- 2 Application Fee Paid

- 3 Five copies (5): Scaled conceptual site plan showing the following elements along with their dimensions:
 - (a)** existing structures, utilities, easements and right-of-ways;
 - (b)** proposed new building location(s) (not required for subdivision applications);
 - (c)** existing and proposed street access;
 - (d)** parking area(s);
 - (e)** conceptual stormwater management plan;

IMPORTANT! Items (a)-(e) above must be **clearly visible on the plans** or the application cannot be processed.

- 4 One (1): Current title report for the property and/or properties

Application Accepted? YES / NO **City Official** _____ **Date:** _____

If not accepted, list corrections required for approval:

Correction Description	Correction approved	Date Received

PRE-APPLICATION MEETING APPLICATION

The Pre-application review and meeting is only as useful as the information provided by the applicant is not intended to be a full code review and analysis of the proposed project against the City Municipal Code or other Ordinances and Regulations of the City of Sedro-Woolley. Neither discussions at the pre-application meeting or information provided by the City shall bind the City in any manner or prevent the City's future application or enforcement of all applicable codes, ordinances and regulations, as amended from time to time. Discussions or information provided by the City during the pre-application meeting shall not be construed as an approval of any portion of the proposed project or as an approval of a violation of the City Municipal Code or other Ordinances and Regulations of the City of Sedro-Woolley. Any pre-application discussions, comments, or information presuming to give authority to undertake the proposed project or to violate or cancel the provisions of the City Municipal Code or other Ordinance and Regulations of the City of Sedro-Woolley shall not be valid.

Pre-applications shall expire 180 days from the pre-application meeting date and the City may dispose of the pre-application and all related documents. An application for actions subject to Section 2.90.020 of the Sedro-Woolley Municipal Code (SWMC) made after such 180 day period, including applications for identical projects on the same parcel of property, may require a new pre-application meeting.

SECTION I - APPLICANT INFORMATION

Fill out completely. Attach legal descriptions and all supporting documents as necessary. Please be sure to complete sections I - VI. Failure to complete sections I-V will result in an incomplete application.

Proponent Name (individual, LLC, Corp, etc) : _____			
Name of Project (if applicable): _____			
Primary Contact: _____			
Property owner (if different): _____			
Site Address _____			
Mailing Address (if different): : _____			
Parcel # _____	Parcel # _____	Parcel # _____	Parcel # _____
Home #: ()	Cell #: ()	Fax #: ()	

SECTION II - PROPERTY INFORMATION (Refer to City Zoning Ordinance SWMC Title 17)

Zoning District (circle one) : R-5 R-7 R-15 MC CBD I OS P			
Minimum lot size:		Lot width at building line:	
Front Setback:		Lot width at public street:	
Side Setback:		Maximum building height:	
Rear Setback:		Maximum lot coverage:	

DESCRIBE THE CURRENT USE AND EXISTING CONDITIONS OF THE PROPERTY (attach additional pages as necessary):

SECTION III – PROJECT INFORMATION

Attach additional pages as necessary

DESCRIBE THE PROPOSED PROJECT

(Please provide a written narrative describing the intended use of the site, general size and height of the building(s), unique construction issues facing the project and infrastructure requirements to serve the project. If this is a commercial or industrial project please provide the estimated hours of operation and number of employees).

SECTION IV – REQUIRED SUBMITTAL DOCUMENTS

- Five copies (5): Scaled conceptual site plan showing the following elements: **(a)** existing structures, utilities, easements and right-of-ways; **(b)** proposed new building location(s) (not required for subdivision applications); **(c)** existing and proposed street access; **(d)** parking area(s); **(e)** and a conceptual stormwater management plan.
- One Copy (1): Current title report for the property and/or properties

SECTION V - SIGNATURE

Complete for this application. Failure to complete will result in an incomplete application

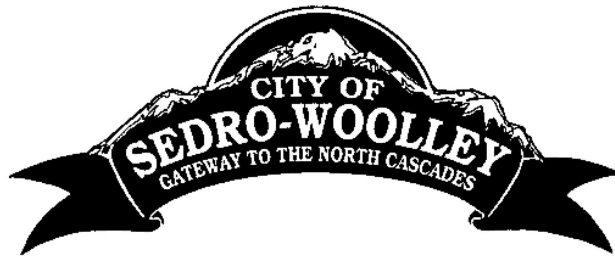
Application is hereby made for a PRE-APPLICATION REVIEW. I certify that I am familiar with the information contained in this application and that to the best of my knowledge and belief, such information is true, complete, and accurate. I further certify that I possess the legal authority to undertake the proposed activities and I hereby grant to the officials of the City of Sedro-Woolley the right to enter the above-described property to inspect the property as part of the pre-application review process.

Date: _____

Signature of Applicant or Designated Agent (REQUIRED)

SECTION VI – QUESTIONS FOR CITY STAFF

Please write down specific questions you would like addressed by City staff during the pre-application meeting.



PRE-APPLICATION MEETING SITE PLAN REQUIREMENTS

All Pre-Application Meeting Requests require a site plan to be included with the application. A site plan is a detailed map of your project or property showing land dimensions, existing and proposed structures, utilities and driveways as seen from above.

1. Site Plans must be drawn on paper no smaller than 8.5 x 11 inches.
2. Applicant name must be plainly visible on the plan sheet.
3. Show an arrow indicating the NORTH direction.
4. Show property lines and all easements and rights-of-way (utility, access, railroad etc.). Indicate site dimensions, names of adjacent roads, location of existing or proposed driveways and/or parking areas.
5. Show entire length and width of driveways in feet.
6. Show locations and dimensions of all existing and proposed buildings. Identify each building by use (residential, garage, commercial, etc.).
7. Indicate location of the water supply (existing and/or proposed). Show any private well(s), public water mains and water supply pipes to all buildings.
8. Show location and dimensions of any proposed storm water detention and/or treatment facilities.
9. Indicate the location of method of sewage disposal. For public sewer, indicate location of sewer main and private pipes to the building. For a private septic, show existing and proposed on-site sewage system(s), and include drain field replacement area(s).
10. Identify any critical areas 200 feet of the property lines. Include streams, wetlands and unstable slopes.