



## Pre-Application

The following checklist identifies required information for pre-application review submittals.

To initiate a pre-application review, an applicant must submit a completed pre-application request on a form provided by the Development Services Department for that purpose, any required fee, preliminary site plan and all other information required by the City. 10 complete packets including all pre-application required documents.

### **Submittal Requirements**

1. **COVERSHEET** – A coversheet listing the contents of the pre-application package, as well as a project narrative describing the proposed project in detail; \_\_\_
2. **GENERAL DEVELOPMENT APPLICATION FORM** - The development application form must be complete and the applicant must sign at least one original copy in ink; \_\_\_
3. **SUBMITTAL REQUIREMENTS – 10 complete packets** including the coversheet, project narrative, pre-application form, critical areas form and complete and accurate site plans must be submitted along with the appropriate fee. \_\_\_
4. **APPLICATION FEE** – The fee for pre-application of site plan review must accompany the pre-application submittal packet; \_\_\_

Pre-application fee: **\$392.00** (subtracted from fee taken at the time of the site plan submittal). \_\_\_

5. **CRITICAL AREAS IDENTIFICATION FORM** \_\_\_
6. **PRE-APPLICATION SITE PLAN - 6 copies of 11X17 and 4 copies of 24X36** \_\_\_  
10 copies total.

\_\_\_ **Project name;**

\_\_\_ **Address of property** – street address of property;

\_\_\_ **Page border;**

\_\_\_ **Title block** – include the drawing title, scale, revision number, if applicable, north arrow and date;

\_\_\_ **Vicinity map** – include streets and surrounding landmarks within 500 feet of the property or enough information to easily locate the site on a large City map;

\_\_\_ **Legal description** – as provided by the Island County Assessor's office;

\_\_\_ **Parcel number** – as provided by the Island County Assessor's office;

\_\_\_ **Existing zoning** – current zoning;

\_\_\_ **Square footage of each floor structure** – include all usable space on all levels;

- \_\_\_ **Tabulation of off-street parking, including number of stalls required and provided;**
- \_\_\_ **Type of construction proposed** – wood, concrete, block, composite, etc.;
- \_\_\_ **Number of units (if applicable)** – if project will be developed in phases, indicate the number of units for each phase. Provide project density calculations;
- \_\_\_ **Location of property lines**– indicate exterior property lines with a bold solid line and interior property lines with long dashed lines;
- \_\_\_ **Building setbacks proposed with dimensions** – indicate building setbacks with short dashed lines. Setbacks must be clearly dimensioned;
- \_\_\_ **Proposed building location(s) and dimensions** – the building should be outlined as it will appear on the property and be shaded for easy location, and should include the square footage of the building(s);
- \_\_\_ **Conceptual architectural elevations of the front of the building as it will face the right-of-way;**
- \_\_\_ **Location, size, bulk, height, and number of stories of any existing structures;**
- \_\_\_ **Location and size of driveways (existing and proposed), traffic flow, and parking lot circulation and maneuvering;**
- \_\_\_ **Tabulation of total lot size;**
- \_\_\_ **Conceptual plan stormwater facilities and flow;**
- \_\_\_ **Existing and proposed utilities.**

I acknowledge I have read and understand the submittal requirement listed above. All items submitted are accurate to make this a complete submittal.

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**Signature**

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**Company Name**

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**Date**

**If you have any questions regarding the pre-application review processes, please contact the Permit Coordinator at (360) 279-4510.**