



Planning & Community  
Development

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# Pre-Application Meeting

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 define other agency involvement. It also allows us, other city departments and some external agencies to acquaint ourselves with the proposal. Pre-application meetings are required prior to submitting an application for any Type B or Type C action and/or for any application for a project located within a critical area or its buffer.

<u>Type B Action</u>	<u>Type C Action</u>
Binding Site Plan	Preliminary Formal Subdivision
Conditional Use Permit (CUP)	Rezone of Property and Zoning Map Change
Preliminary Short Subdivision	Site-Specific Comprehensive Plan Map Amendment
Shoreline Substantial Development Permit, Shoreline Variance and Shoreline CUP	Special Use Permit (SUP)
Zoning Variances	Critical Areas Special Use Permit
Plat Alteration	Critical Areas Reasonable Use Permit
	Secure Community Transitional Facility – Special Use Permit
	Essential Public Facility – Special Use Permit
	Master Development Plan
	Plat Alteration with Public Hearing
	Subdivision Vacation
Any application for a project located within a critical area or its buffer	

Other projects (Type A action) may have a pre-application meeting if desired.

The fee for a required (or mandatory) pre-application meeting is \$588.00. The fee for an optional pre-application meeting is \$250.00. Pre-application meetings are typically scheduled for Tuesday mornings and are scheduled with a minimum of two weeks lead time.

Six copies of the following information are necessary to schedule a pre-application meeting and will aid us in helping you prepare a complete application. Please note that not all information may be applicable to your project (especially if the decision is to be made by the City Council or Hearing Examiner, such as Type C or L permits). Please submit these items with your meeting request:

### Hours of Operation:

Monday 8:00 am–5:00 pm  
Tuesday 8:00 am–5:00 pm  
Wednesday 1:00 pm–5:00 pm  
Thursday 1:00 pm–5:00 pm  
Friday 8:00 am–5:00 pm

*Permit Processing Ends at 4:00 pm Daily*

**1. Description of proposed project**

- Written description, include as much detail as possible.

**2. General Information**

- Address and parcel number of the property.
- Existing use of property.
- Proposed number of dwelling units (if applicable).

**3. Site Plan Information (to scale) (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" (6" diameter at breast height).
- 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 you assess these features. Provide copies of any preliminary studies (stream typing, wetland delineation, geotechnical, etc.) if available.

**4. Building Information (to scale)**

- Applicable building code(s).
- Square footage (footprint and total).
- Number of floors proposed.
- Elevations (schematic).
- Type of construction (if known).
- Type of occupancy (if known).
- Conceptual building floor plans (if possible)

**5. List of Questions**

- Specific areas that need clarification.

**6. Optional Additional Information**

- Water and Sewer certificates.
- Structural Calculations.
- Geotechnical Reports.
- Other draft studies or reports.