

Request for Pre-Application

Zoning Code, Sec. 18.140.030

Preliminary Review Process

- A. **Purpose.** The purpose of the Preliminary Review is intended to acquaint the prospective applicant or applicant's representative(s) with the requirements of this Code, the General Plan and other relevant city policies and regulations. Preliminary Review is intended to be informative and identify potential issues.
- B. **Applicability.**
1. Preliminary Review may be requested by a prospective applicant or applicant's representative for any proposal.
 2. Preliminary Review is required for:
 - a. Conditional Use Permits;
 - b. Major and Minor Development Review Permits;
 - c. Home-based businesses in the MU-H District;
 - d. Planned Area Developments;
 - e. General Plan Amendments;
 - f. Zoning Map and Text Amendments;
 - g. Proposed Subdivisions;
 - h. Any project on a site that is not currently providing sanitary sewer service;
 - i. Projects proposing 10 or more residential units; and
 - j. Projects proposing over 5,000 square feet of new non-residential space.
 3. Preliminary Review is not required for individual single-unit dwelling applications or applications regarding individual structures that are accessory to a single-unit dwelling, unless the project is on a site which does not receive sanitary sewer service (see subparagraph (2) above).
- C. **Requirements.** Applications for Preliminary Review under this Code shall be submitted to the Development Services Department, in accordance with the format and upon such forms as established by the Director.



- D. **Preliminary Review Conference.** Upon a Preliminary Review request being filed, staff will notify the applicant or applicant's representative of a Preliminary Review conference which shall take place within 30 business days of the Preliminary Review application being filed and be held at the Development Services Department by appointment. After reviewing the information provided from the applicant, staff from the reviewing City departments and divisions will prepare comments. Staff will review the comments with the applicant or applicant's representative at the Preliminary Review conference and provide information on Code requirements, procedures, and other relevant City policies and regulations. If the City is unable to comply with these time frames, notification will be made to the applicant and proceed as soon as practicable.
- E. **Recommendations are Advisory.** Neither the Preliminary Review conference nor the provision of information and/or pertinent policies shall be construed as a recommendation for approval or denial of the application by City representatives. Any recommendations that result from Preliminary Review are considered advisory only and shall not be binding on either the applicant or the City.



Pre-Application

What is a pre-application? Why is it important?

A pre-application is the first step in the formal permit process. The pre-application is submitted *prior* to submitting your formal planning and zoning application and will include a meeting with the project's representatives (e.g., sponsor, agent, and architect), and various staff representatives from Planning and Zoning, Building Safety and Fire, Engineering and other applicable divisions/departments.

Working together, you and the case planner will review your proposal to ensure that it meets the applicable city requirements as well as development and design-related criteria. If necessary, the case planner will also work with you to strengthen your proposal by recommending modifications or alternatives for you to consider.

The pre-application provides a one-on-one opportunity for the planner to outline the specific code requirements and permits/procedures associated with your project. The planner will also provide and review the appropriate permit application packet, Submittal Checklist, timelines and fees. Pre-applications that are submitted early in the project stage can help ensure that the project meets necessary requirements and avoids costly delays.

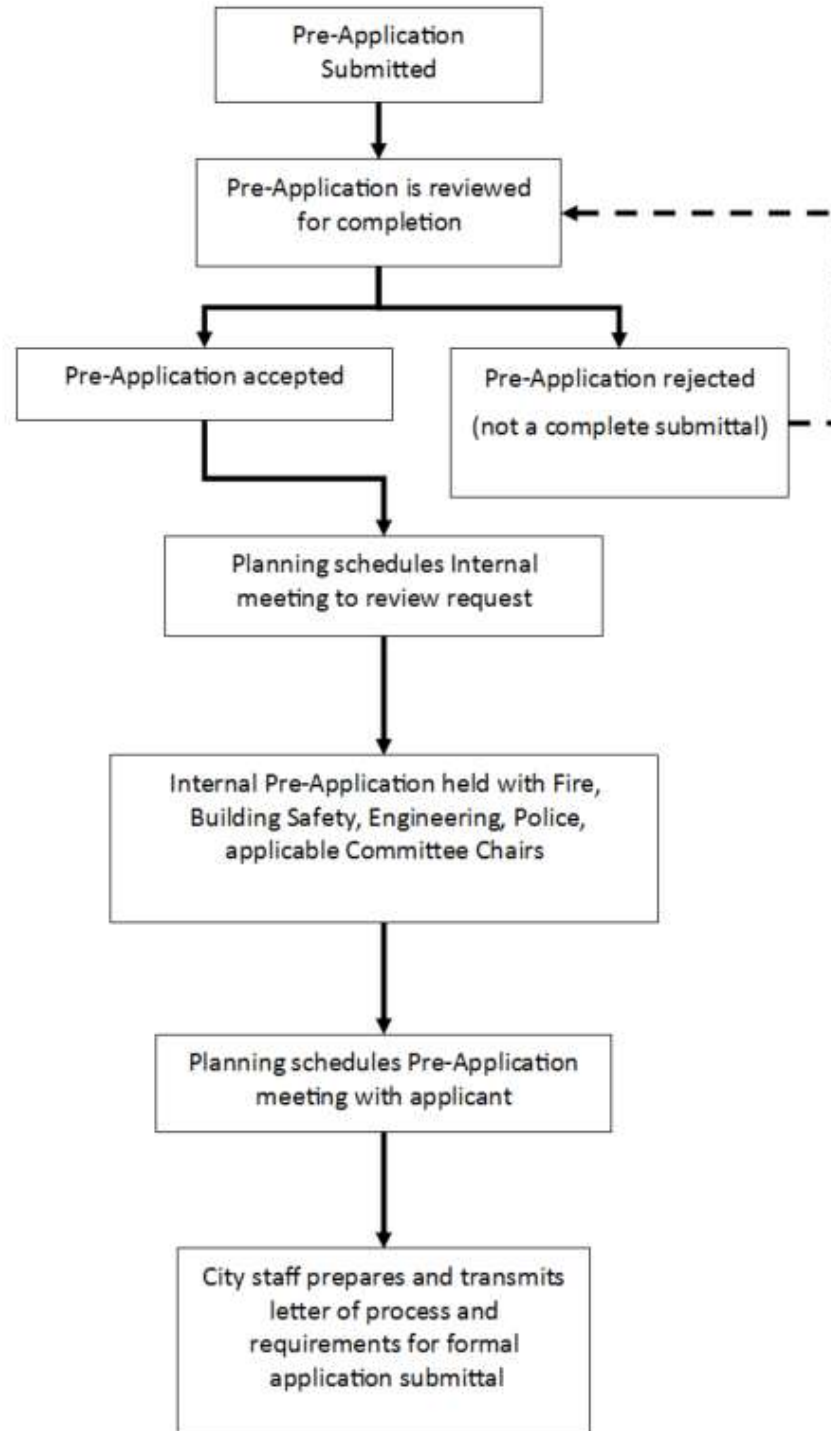


Submittal Review Turn Around Time Frames

Timeframes exclude all holidays, weekends and during the period where the applicant is revising plans. The listed timeframes are not all-inclusive and are subject to change. These timeframes are for plan review only and do not apply to submittals that require public notification outreach and approval through the Planning and Zoning Commission.

Application Type	First Review (business days)	Subsequent Reviews (business days)
Pre-Application	15	N/A

PRE-APPLICATION PROCESS FLOW CHART



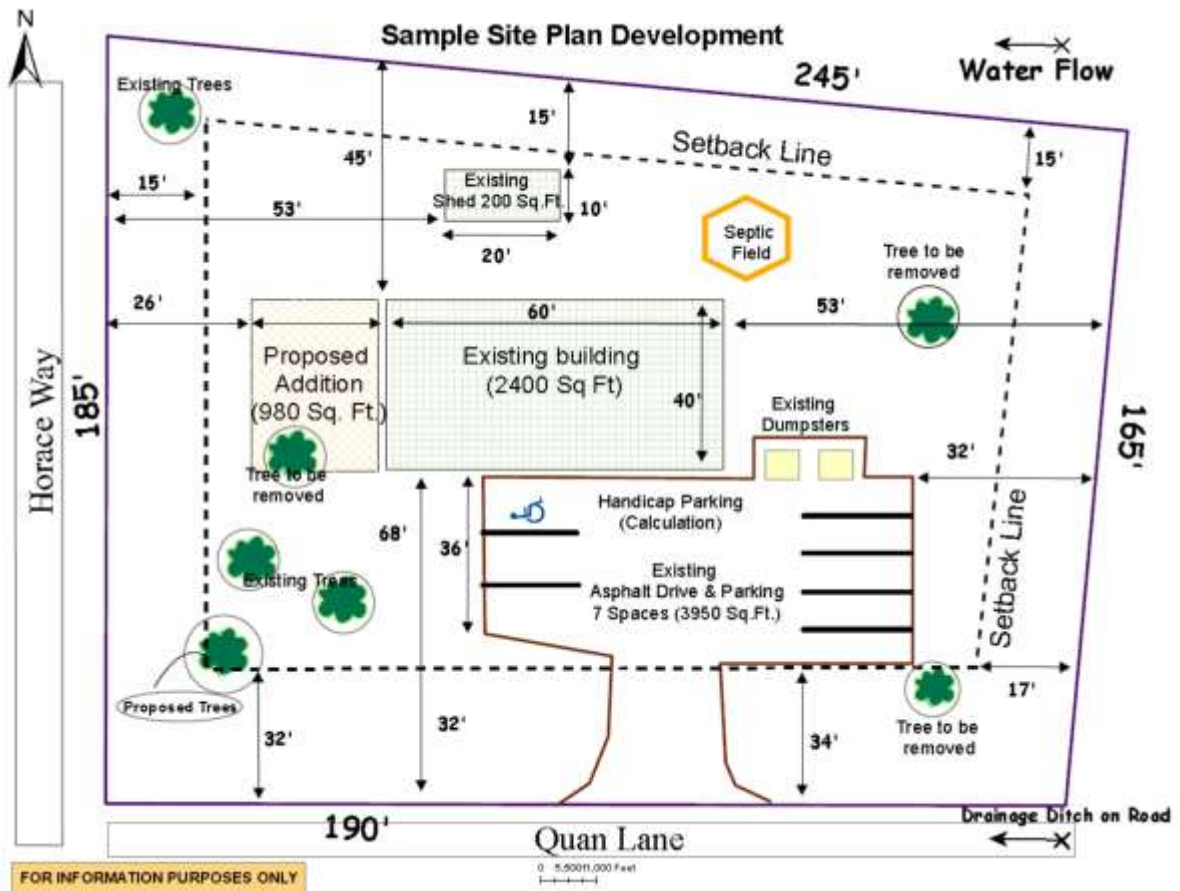
Pre-Application Submittal Requirements:

1. Project Narrative (required)

- *This is your opportunity to communicate in detail all characteristics of your property that would be important to the city review process. Describe your proposed operation/development in as much detail as possible including information such as name of business, product or service, anticipated traffic- customers, deliveries, etc., any special events, number of employees, required equipment, on-site storage, demolition or adaptive reuse of existing structures, noise generation, any hazardous materials, etc.*

2. Preliminary Site Plan (required)

- *Preliminary site plan shall include the following*
 - *All existing and proposed structures with dimensions.*
 - *Property lines and setbacks.*
 - *Existing and proposed access points.*
 - *Sidewalks, streets, parking spaces maneuvering aisles, and driveways; and accessory structures, fences and retaining walls.*
 - *Landscape area.*
 - *Location/vicinity map and north arrow.*
 - *Acreage and land uses of proposed parcels.*
 - *Any known easements.*
- **Refer to pg. 7 for an example site plan***



**Pre-Application
 Example Site Plan:**