



Pre-Development & Pre-Application

Planning & Development Services · 1800 Continental Place · Mount Vernon WA 98273
voice 360-416-1320 · inspections 360-416-1330 · www.skagitcounty.net/planning

- **Pre-Development** is an informal feasibility meeting. It is meant to discuss in general terms the proposed development or business plan, application requirements, design standards, design alternatives, and other required permits and the approval process. There is no fee for this meeting.
- **Pre-Application** is to conduct a review of the development applications prior to submittal to Planning & Development Services. * **Requires a submittal fee.**
- *In order to expedite development review, the staff may invite all affected jurisdictions, agencies and/or special use districts to the meeting*
- **Exemptions:** Boundary Line Adjustments, Flood Area Development Permits, Administrative Decisions, Administrative Interpretations, Administrative Variances and Lot Certifications.

Please Submit 8 Copies of the Following:

NOTE: If project is within the Shoreline jurisdiction a Shoreline site visit must be completed before the pre-application meeting.

Submitted with Pre-Application Meeting Request

- Shoreline Determination**
___ Site plan indicating the ordinary high water mark (OHWM) and setbacks from OHWM to all structures, including neighbor's, within 300 feet from both side property lines. Indicate lot coverage totals, both before proposal and after proposed additions / construction is complete.
- *Submittal Fee \$** _____ Valid for **6 months** from date of meeting.

Submitted with Pre-Development Meeting Request

- Fact Sheet**
Please complete the attached Fact Sheet. List all parcel numbers of land included in the application.
- Assessor's Map** 8 ½ x 11. Please identify the subject parcel.
- Lot of Record Certification**
___ Approved Lot Certification File # PL_____ - _____
___ Applicant is aware this is a requirement of formal submittal.
- Critical Areas Review**
___ Completed staff report File # PL_____ - _____
___ Applicant is aware this is a requirement of formal submittal.
- Site Description**
Please submit a brief written site description outlining the existing, physical conditions of the parcel (soils, drainage, topography, wetlands, streams, vegetation, wildlife, surrounding land use, traffic patterns, nearest schools if applicable).
- Project Description**
Please submit a brief written description of the proposed development objectives, detailing the nature and impact of the proposed land use requested. For construction projects, please identify proposed square footage, construction type, uses etc.
- Project Issues or Key Questions**
Please indicate what you see as key issues or specify questions that you have about the property that you would like the county staff to respond to. The more information you provide in the submittal package, the more feedback you will get from your project review team to help you towards finalizing your application.
- Site Plan & Conceptual Lot Configuration** See page 4.

Date Received:

Accepted by

Permit Number

Zoning / Setbacks

Flood Plain/Floodway

Shoreline

Notes:



Planning & Development Services Fact Sheet

Community Development Division

PL# _____

Date Received _____

- Binding Site Plan
- Bldg Permits Triggering SEPA
- Fill & Grade Triggering SEPA
- Forest Practice Waiver – HE
- Level II, III and IV Applications
- Long CaRD Pre Final
- Plat or SPU Modification
- Rezone
- Shoreline Substantial Use Permit
- Short CaRD
- Short Plat
- Special Use Permit Level II
- Variance Level II
- Other : _____

1. Applicant name: _____

2. Proposed project description: _____

3. Related Permits or Approvals: _____

4. Parcel ID#: _____ Assessor Tax #: _____ - _____ - _____

Parcel ID#: _____ Assessor Tax #: _____ - _____ - _____

5. Section ____ Township ____ Range ____ Comprehensive Plan/Zoning Designation: _____

6. Site Address: _____

7. Lot of Record: Yes No PL# _____

8. Urban Growth Area: Yes No If yes, City: _____

9. Comp Plan/Zoning within 200 feet: _____

10. Mineral Resource Overlay within ¼ mile Yes No

11. Critical Area/Water within 200 feet: Yes No

12 Acreage/Lot Dimensions: _____

13. Flood Zone: _____ FIRM Map Panel # _____ Map Date: _____

14. Road access: Private County – Permit # _____ State – Permit # _____

15. Water Source: Drilled well - Permit # _____ Community Well Public _____

16. Sewage Disposal: Septic – Permit # _____ Public Sewer: _____

17. Legal Description: _____

_____ (Attach additional sheet if necessary.)



Planning & Development Services

Community Development Division

Applicant

Name

Address

Phone

Fax

e-mail address

Signature: _____

Owner

Name

Address

Phone

Fax

e-mail address

Contact

Name

Address

Phone

Fax

e-mail address

Contractor (When applicable. If owner, write owner-builder)

Name

Address

Phone

Fax

e-mail address

Contractors License #

Expiration Date

Site Plan Requirements Please include the following if applicable:

- North arrow
- Scale
- Date drawn
- Existing parcels assembled
- Vicinity map
- Existing septic systems and or wells
- Proposed lot layout
- Proposed lot size
- Proposed connection to existing road
- General dimensions of lots, right-of-ways, easements
- Existing structures
- Note of areas where existing elevation might exceed 5 feet
- Streams generally known within 200 feet of project site
- Wetlands generally known within 200 feet of the project site
- Any other critical areas known within 200 feet of project
- Flood Hazard Areas
- Existing easements
- Zoning of adjacent properties
- Any existing building locations
- Proposed internal roads and right-of-way width
- Conceptual drainage
- Scaled measurements for variance requests to reduce setbacks
- Existing bulkheads, Ordinary High Water Mark, if surveyed
- Fire District #
- Estimate of total impervious surface

What you can expect from a Pre-Application/Pre-Development Meeting

Pre-application/Pre-Development meeting review will include discussion from staff or jurisdictions involved in the proposed project regarding the requirement for application(s), the completeness necessary to formally apply, permit or approval requirements, review process and schedule of timelines as well as a list of fees. Staff will also respond to the Applicant or their representative's questions. Staff notes will be provided at the conclusion of the meeting.

Scheduling Pre-Application/Pre-Development Meetings

Upon submittal of 8 copies of the requested information from the pre-application/pre-development submittal checklist items, (and paying the submittal fee for pre-application), staff shall schedule the meeting. The meeting shall be scheduled within approximately fourteen days after the submittal of a complete pre-application request packet. Meetings are scheduled on Thursdays at either: 9:15 am, 10:15 am or 11:15 am and shall be forty-five minutes long. If additional pre-application meetings are required they shall be scheduled as needed.

Waivers

Applicants must participate in a pre-application meeting if governed by the application checklist unless a waiver is requested by the applicant and approved by the Administrative Official. Request for waivers shall be made in writing and addressed to the Administrative Official. Requests shall provide an explicit project description and narrative stating reasons why no pre-application meeting is necessary. The Administrative Official shall respond within 15 calendar days.