



Pre-Dev/App Meeting or Waiver Request

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

Permit #:
Received by:

Project Information

Site Address	City	Zip

Parcel No(s)	_____	
Zoning	UGA	<input type="checkbox"/> No <input type="checkbox"/> Yes, which:

Project Description	_____	

Request

What are you requesting?¹

- Pre-development meeting.** An optional informal meeting prior to the formal pre-application meeting and is meant to discuss in general terms the proposed development, application requirements, design standards, design alternatives, and other required permits and the approval process. There is no fee for this meeting. Please attach the following:
 - Contact Information & Signature Form
 - Site plan (include all the **currently known** information from the checklist on the next page)
 - Brief narrative description of your proposed development, including as much information as you currently have about your proposed project
 - Any questions for the Department

- Pre-application meeting.** A formal meeting to discuss requirements for application completeness, permit requirements, fees, review process, and schedule, and to answer questions from the applicant. A pre-app meeting is required for all applications except administrative interpretations, administrative decisions, administrative variances, boundary line adjustments, building permits, and flood area development permits, unless the applicant obtains a waiver. A fee is required, but may be credited toward the permit application fee if submitted within six months of the meeting (per adopted fee schedule). Please attach:
 - Contact Information & Signature Form
 - Lot of record certification (not required at time of meeting, but please attach if already completed)
 - Critical areas review (must have been requested; attach if already completed)
 - Site plan (include **all** the information from the checklist on the next page)
 - Narrative consistent with the checklist on the next page
 - Any questions for the Department

- Waiver of pre-application meeting requirement.** The Department may waive the meeting requirement if no purpose would be served by holding the meeting. Declining the meeting may result in delays processing the subsequent application. Please attach:
 - Contact Information & Signature Form
 - Your reason for requesting a waiver:

¹ SCC 14.06.080

Site Plan Checklist

For a **pre-application meeting**, your site plan must include all of the following:

- | | | |
|--|---|---|
| <input type="checkbox"/> North arrow, scale, date drawn | <input type="checkbox"/> Existing structures | <input type="checkbox"/> Scaled measurements for variance requests to reduce setbacks |
| <input type="checkbox"/> Existing parcels assembled | <input type="checkbox"/> Existing bulkheads, dikes, levees | <input type="checkbox"/> Existing easements |
| <input type="checkbox"/> Proposed lot layout | <input type="checkbox"/> Existing septic systems and wells | <input type="checkbox"/> Proposed connections to existing road |
| <input type="checkbox"/> Proposed lot size | <input type="checkbox"/> Streams generally known within 200 feet of project site | <input type="checkbox"/> Proposed internal roads and right-of-way |
| <input type="checkbox"/> Dimensions of lots, right-of-ways, easements | <input type="checkbox"/> Wetlands generally known within 200 feet of the project site | <input type="checkbox"/> Conceptual drainage |
| <input type="checkbox"/> Zoning of adjacent properties | <input type="checkbox"/> Any other known critical areas within 200 feet of the project site | <input type="checkbox"/> Estimate of total impervious surface |
| <input type="checkbox"/> Fire District | <input type="checkbox"/> Flood Hazard Areas | <input type="checkbox"/> Significant site features (e.g., trees, ravines) |
| <input type="checkbox"/> For a land division, include the proposed lot configuration | <input type="checkbox"/> Ordinary High Water Mark, if surveyed | |

Narrative Checklist

For a **pre-application meeting**, your narrative must include numbered paragraphs describing all of the following:

1. Your proposed project and your objectives.
2. The proposed square footage of any structures to be built on your project site.
3. Your expected hours of operation.
4. Your expected customer and employee traffic to and from the site.
5. Any noise you expect to generate.
6. Any public utilities (electricity, water, sewer, gas, telecommunications) you expect to use at the site. Do the public utilities already exist or do they need to be extended?
7. Any hazardous materials you use or propose to use on the site.
8. Land uses surrounding the project site.
9. Any landscape screening to neighboring properties that you plan to provide or retain.
10. Any unusual physical characteristics of the site.
11. Existing soils and drainage on the project site.
12. The topography of the project site.
13. Any wetlands, streams, or other bodies of water on the project site.
14. Traffic patterns around the project site.
15. What is your projected timeline for completion of the project?



Contact Information & Signature Form

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Attach this form to an application that requires it. An application will not be accepted without this form.

By signing this form, the undersigned certifies that the statements, answers, and information both on this form and the remainder of this permit application are true and correct to the best of his or her knowledge and belief.

Applicant/Contact

Name _____ Mailing Address _____

City, State _____ Zip _____ Phone _____

Email _____

Property Owner

Same as applicant Multiple owners (attach additional page)

Name _____ Mailing Address _____

City, State _____ Zip _____ Phone _____

Email _____

Contractor

None Same as applicant Same as property owner

Name _____ Mailing Address _____

City, State _____ Zip _____ Phone _____

Email _____ License # _____ Expires _____

Financing¹

None Lender below is providing construction financing Firm below has issued payment bond

Name _____ Mailing Address _____

City, State _____ Zip _____ Phone _____

Signature

- I am the owner of the subject property and I grant permission to field staff to enter the site to verify the presence or absence of critical areas and perform inspections of work proposed by this application; OR
- I have the consent of the owners of the subject property and have attached Agent Authorization Form(s) (SCC 14.06.090); OR
- This is a mechanical/plumbing permit or pre-development/pre-app meeting request; ownership certification is not required.

Signature(s): _____

Date: _____

Printed Name: _____

Title: _____

Company: _____

¹ Required by RCW 19.27.095(2)(d) for building permit applications.



Agent Authorization Form

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Use this form to authorize someone other than the property owner to apply for permits for the subject property.

Project Site

Property Address: _____

City, State, Zip: _____

Authorization Statement

I/we, as the owners of the property identified above, authorize _____ to act as agent to submit applications, receive correspondence regarding the application, and sign title notices on my behalf.

I/we grant permission to field staff to enter the site to verify the presence or absence of critical areas and perform inspections of work proposed by this application.

Property Owner Signature(s)

Signature: _____

Printed Name: _____

Title: _____

Company: _____

Date: _____

Signature: _____

Printed Name: _____

Title: _____

Company: _____

Date: _____

Notarization

I certify that I know or have satisfactory evidence that _____ is/are the person(s) who appeared before me, and said person(s) acknowledged that he/she signed this instrument and acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in the instrument.

Dated: _____

(Notary seal or stamp above)

Signature of Notary Public

Printed Name of Notary Public

My appointment expires _____