



# PRE-APPLICATION CONFERENCE

PROJECT TITLE: \_\_\_\_\_

FILE # \_\_\_\_\_

## DESCRIPTIONS OF PROJECT:

Name of Applicant: \_\_\_\_\_ Property Owner: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ Owner Address: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

Applicant Email: \_\_\_\_\_ Owner Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

(If other than applicant) Contact Email: \_\_\_\_\_

Site Address: \_\_\_\_\_ Cross Street: \_\_\_\_\_

Tax Identification No.: \_\_\_\_\_ Tax Identification B: \_\_\_\_\_

Range: \_\_\_\_\_ Township: \_\_\_\_\_ Section: \_\_\_\_\_ 1/4 Section: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Comprehensive Plan Designation: \_\_\_\_\_

Acres \_\_\_\_\_ Proposed Lots/Use \_\_\_\_\_

## AUTHORIZATION

The undersigned hereby certifies that all information submitted with this pre-application is complete and correct. I understand that any errors and/or omissions may lengthen the time to process this request.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The sales tax code for Normandy Park is 1721. If you use landscape services or have a contractor conducting home improvements, remind them to use the Normandy Park sales tax code when reporting sales tax to the Department of Revenue.**

# PRE-APPLICATION REVIEW

The Purpose of the pre-application conference shall be to acquaint the application with the substantive and procedural requirements of the Normandy Park Municipal Code and applicable elements of the Comprehensive Plan, arrange such technical and design assistance as will aid the applicant, and to otherwise identify policies and regulations associated with the proposed development.

To initiate a pre-application conference, an applicant shall submit a completed form provided by the City and all information pertaining to the proposal as prescribed by administrative procedures of the Planning and Community Development Department. Failure to provide all pertinent information may prevent the City from identifying all applicable issues or providing the most effective pre-application conference.

It is impossible for the conference to be an exhaustive review of all potential issues. The discussion at the conference or the information form given to the applicant shall not bind or prohibit the City's future application or enforcement of the applicable law, rather, is intended to offer the applicant guidance in preparing a development proposal for submittal.

Minimum required materials are as follows:

1. A completed development permit application form and signed by the applicant.
2. Six (6) copies of a site plan, drawn to a minimum scale of 1"=200' on a sheet no larger than 24" x 36", and one 8.5 x 11 reduced copy of the site plan. Please include the following information on the plan:
  - A. Applicant's name, address and phone number.
  - B. North arrow, scale and date.
  - C. Dimensions of the parcel(s).
  - D. Location(s), size(s) in square feet and use(s) of any existing building(s) on site.
  - E. Location and width of existing and proposed easements for access, drainage, utilities, etc.; existing and proposed driveways, road easements and right-of-way on the site and on adjacent properties, including those across the street.
  - F. Proposed street right-of-way dedication. (if applicable)
  - G. Proposed phasing. (if applicable)
  - H. Any water course (stream, drainage etc.) on or adjacent to the site.
  - I. Any unstable slopes on or adjacent to the site.
  - J. Flood plains, flood fringe, for flood way on or adjacent to the site.
  - K. Wetlands on or adjacent to the site.
  - L. Location of all fire hydrants within 500 feet of the property.
  - M. Location of utility poles, street lights etc. in the public right of way adjacent to the site.
  - N. Any and all existing covenants, or restrictions and easements that apply to the property.

3. Provide a written narrative describing in detail the proposed development, including uses, and how it will comply with the applicable review criteria. This narrative should also show how the necessary services/facilities are, or will be available to serve the proposed development including:
  - A. Public and private streets adequate to serve the development.
  - B. On-site drainage management/treatment systems.
  - C. Access to mass transit and location of the nearest bus stop, when applicable.
  - D. Public or private water.
  - E. Location of the nearest existing fire hydrants, and water mains within 500 feet in all directions from the site.
4. Proof that the property affected by the application is in the exclusive ownership of the applicant, or that the applicant has the consent of all partners in ownership of the affected property.
5. Legal description of the property affected by the application.
6. Additional information required by other sections of this title because of the type of development proposal or the area involved.
7. The fee established for such application by the City Council.