

# PRE-APPLICATION CONFERENCE

## Planning and Land Use

2224 104<sup>th</sup> Ave E

Edgewood, WA 98372

253.952.3299

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A pre-application conference is required for all Process III and Process IV permits and all Process I and Process II permits that require environmental (SEPA) review per [EMC 18.40.130](#) . A pre-application conference may also be required for any project subject to the requirements of Chapter 18.95 EMC, Design Standards.

Purpose and intent of a pre-application:

- Review the requirements in the Edgewood Municipal Code (EMC) and Comprehensive Plan
- Establish all documents required for a complete formal application
- Identify potential conflicts between the proposed development and applicable regulations
- Introduce the applicant team to City staff members (Planning, Engineering, Building) and outside agency representatives (Fire, Water, Sewer)

Pre-application meetings are held on the second and fourth Wednesday of every month, beginning at 9 a.m. Applicants must submit a complete pre-application request at least two weeks prior to the meeting date that is being requested. All applicable fees must be paid to reserve a meeting date.

Upload PDF copies of the drawings, reports, and documents to the City's Permit Portal. If submitting at City Hall, make an appointment with Front Counter staff, and provide all supporting documents in PDF format on a USB Drive.

<b>PROJECT NAME</b>		
<b>APPLICANT</b>	<b>PHONE</b>	<b>EMAIL</b>
ADDRESS (Street, City, State, Zip)		
<b>PROPERTY OWNER</b>	<b>PHONE</b>	<b>EMAIL</b>
ADDRESS (Street, City, State, Zip)		

<b>LEGAL OWNER(s)</b> - Submit notarized documentation that all property owners agree to the proposed land action	
<b>PRIMARY PARCEL NUMBER</b>	<b>PARCEL ADDRESS</b>
<b>ADDITIONAL PARCEL NUMBER(S)</b>	

Each Pre-Application Conference Application Packet shall include the following items. Each document shall be named consistent with the checklist below. If an item is not provided, the applicant shall provide the reason for omission at the end of this document.

		City Verified
1	Project Narrative (see instructions below)	<input type="checkbox"/>
2	List of Detailed Questions for each respective project reviewer, organized by discipline, e.g., <i>Planning, Engineering, Building, Fire, Water, Sewer</i>	<input type="checkbox"/>
3	Site Layout Drawing (see instructions below)	<input type="checkbox"/>
4	Critical Areas Review Checklist (CARC)	<input type="checkbox"/>
5	Preliminary critical area analysis (if requested in CARC)	<input type="checkbox"/>
6	Building elevation drawings (if preparing for a Site Plan design review application)	<input type="checkbox"/>
7	Other drawings or documents as necessary to fully demonstrate the project proposal	<input type="checkbox"/>

**Project Narrative Preparation**

Provide a narrative document that describes how the proposed development will comply with applicable Edgewood Municipal Code (EMC) requirements (use, density, design standards, critical areas, etc.).

Additionally, detail the existing **and** proposed site conditions relating to the following topics:

- A. streets to serve the development
- B. on-site drainage systems
- C. water availability
- D. sewage disposal method

**Site Layout Drawing Preparation**

Electronic site plan, drawn to a minimum scale of 1"=100'. 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 rights-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.
- O. All other details outlined in the Project Narrative

**Applicant shall provide a written description for the reason any item is not provided.**

Item	Reason for Omission
1	
2	
3	
4	
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6	
7	