



## Community Development Department

203 S. Pacific Avenue, PO Box 819 Kelso, WA 98626



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### PRE-APPLICATION CONFERENCE REQUEST

Dear Customer:

Thank you for your interest in the city of Kelso. The city's pre-application conference process is designed to provide you with the requisite level of information necessary for you to submit a complete application package that will facilitate a thorough and expedient permit review for your project. Representatives from the city's planning, building and engineering departments as well as a representative from the fire district will be in attendance at the pre-application meeting. The objective is to provide you with information related to the necessary information, studies and the various permit review processes that may be required for your project.

The following list contains important information regarding the pre-application meeting process:

1. Pre-application meetings are held on a weekly basis on Thursday mornings. Scheduling of these meetings is subject to the availability of staff and meeting time slots. Appointments are scheduled in the order they are received.
2. Pre-application meetings are scheduled approximately two weeks in advance from the date the pre-application meeting application, accompanied by five (5) copies of the proposed plans.
3. Please be advised that the City of Kelso is a public entity and information exchanged during the pre-application meeting process is considered public information subject to disclosure upon request.
4. Information conveyed by city staff during the pre-application meeting is in response to the materials submitted by the applicant. Any changes to the plans, incomplete or incorrect submittal information may invalidate the information conveyed during the pre-application meeting.
5. Information received during a pre-application meeting is considered valid for six months from the date of the meeting. A project application submitted beyond six months may contain issues or requirements not covered during the original pre-application meeting.
6. A pre-application meeting is not intended to provide analysis relative to any proposed project, but to provide you with the all elements, issues and information that are required and will allow you to submit a complete and thorough application package that will facilitate an expedient review.

Should you have any questions related to the pre-application process, please feel free to contact the Kelso Community Development Department at (360) 423-9922.



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## PRE-APPLICATION CONFERENCE REQUEST

Pre-application conferences are scheduled on Thursday beginning at 10:00 a.m. or 11:00 a.m. Please return this form and attachments to the Community Development Department at the above location. We will set your conference date and time. Please call (360) 423-9922 approximately one week prior to your scheduled conference date to confirm.

**Please review the pre-application submittal requirements. Incomplete applications will not be accepted.**

***Applicant:*** \_\_\_\_\_ ***Business Name:*** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address: \_\_\_\_\_

***Property Owner:*** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

***Contact Person (if different from Applicant):***  
***Business Name:*** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

***Property Address (or nearest intersection if no address):***  
\_\_\_\_\_

***Project Title:*** \_\_\_\_\_

***Property Parcel ID Number(s):*** \_\_\_\_\_

***Lot Acreage/Square Footage:*** \_\_\_\_\_

**Zoning:**

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**Comp Plan:**

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**Brief Project Summary:**

*I/we understand that if it is determined that the application is not complete, the City shall immediately reject and return the application and identify in writing what is needed to make the application complete. I/we agree that City of Kelso staff may enter upon the subject property at any reasonable time to consider the merits of the application, to take photographs and to post public notices.*

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*Signature of Applicant*

*Date*

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*Printed Name*

*Date*

<p><b>FOR OFFICIAL USE ONLY</b>  <b>Application No.:</b> _____  <b>Proposed Meeting Date:</b>  _____</p>
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**PROVIDE A NARRATIVE OR OTHER SUPPORTING DOCUMENTS TO ADDRESS THE FOLLOWING:**

**1) BACKGROUND INFORMATION:**

Provide case numbers and project titles of prior development and/or land use application (e.g. Pre-Application, Subdivision name, SEPA, Conditional Use Permit, Site Plan Approval, etc.) for this site.

**2) PROJECT DESCRIPTION:**

1. Describe the proposed project in detail. (Please do not write: "see attached".)
  
2. Describe the general physical features of the site, including current uses:
  
3. Describe the general environmental features of the site, including wetland, floodplain, stream, lake, river, steep slopes, etc.
  
4. Do you anticipate managing/storing any chemicals, or performing other types of bulk storage at the site? If yes, please describe:

**3) PROJECT QUESTIONS:**

Please list specific questions and/or issues you wish to have answered at this Pre-Application Conference:

- 4) **SUBMITTAL REQUIREMENTS** – In order for your application to be considered complete, submit *five (5) folded and collated copies of the following information.*
- A) **Completed and signed City Pre-application Conference Request Form.**
- B) **A legal description supplied by a title company or surveyor licensed by the State of Washington.**
- C) **Preliminary Site Plan showing the existing and proposed on site structures and improvements.**
- **Folded and collated plans of the proposed development drawn to scale, in 11” x 17” or 8 ½” x 11” formats, and clearly marked with the following: project name; vicinity map; scale; north arrow; date; applicant’s name, phone and fax numbers; contact person’s name, phone and fax numbers.**
  - Identify use(s) of all existing and proposed structures.
  - Setbacks from all property lines.
  - Building elevation plans on all sides for all existing and proposed buildings and structures.
  - Floor plans for the proposed structures.
  - Location and description of the environmental features.
  - The contours if the site has steep slopes greater than 10%.
  - Location of existing and proposed streets, curb, gutter, sidewalks, driveways, off-street parking, loading areas, bicycle parking, and pedestrian and bicycle pathways.
  - Location, dimensions and screening of proposed outdoor ground level mechanical equipment, garbage receptacles, and recycling containers.
  - Existing or conceptual plan showing lighting and landscaping. Landscape plan should include location of private driveways, off-street parking, and loading areas.
  - Location and dimension of existing and proposed recreation areas and open space, if any.
  - Location of existing and proposed private and public easements.
  - Location of existing and proposed private and public utility lines.
  - Location and dimensions of all existing and proposed above ground and below ground utilities.
  - Location and dimension of all existing and proposed fences.
  - Location and dimensions of all existing and proposed signs.