



Community Development Department

City of Snoqualmie
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PRE-APPLICATION REVIEW SUBMITTAL FORM

Per the Snoqualmie Municipal Code (SMC) [14.20](#), Pre-Application Review, a pre-application conference is required for all Process II, III, and IV permits and all Process I permits that require environmental (SEPA) review per SMC [19.04](#). These include all annexation and land development proposals, including but not limited to proposals which will require building, grading, clearing, filling or other permits, short plat and subdivision approval, binding site improvement plan approval, mixed use approval, shoreline master development permits, and all business licenses involving the change of use of a building (SMC 14.20.010, Scope).

PURPOSE AND INTENT OF PRE-APPLICATION REVIEW:

- Review the relevant requirements in the SMC and/or Comprehensive Plan;
- Establish all documents required for a complete formal application;
- Identify potential conflicts between the proposed development and applicable regulations; and
- Introduce the applicant team to applicable City staff members (Planning, Building, and Engineering) and any outside agency representatives.

PRE-APPLICATION REVIEW SUBMITTAL REQUIREMENTS:

1. Completed Application Form (see Page 3)
2. Conceptual Site Plan
3. Building Plan
4. Questions for Staff
5. Application Filing Fee or Deposit

- 1. Completed Application Form.** (See Page 3).
- 2. Conceptual Site Plan.** All plans must be drawn at an engineering scale no smaller than one inch equals 30 feet and include a graphic scale and north arrow. The plans shall include the following information, where applicable:
 - A. Identifying Information.** Name, address, and phone number of the person who prepared the drawing, location of the work, date drawn, and existing parcel number(s).
 - B. General Vicinity.** General vicinity of the proposed site(s).
 - C. Property Limits.** Existing and/or proposed lot layout, sizes, dimensions, and setbacks.
 - D. Utilities.** If possible, the site plan should include existing and/or proposed sewer and water lines, electric, and any additional underground or overhead utilities. The site plan should also include any existing or proposed utility easement(s).
 - E. Elevation Contours.** Existing elevation contours at intervals no greater than five feet. (Note: This is not required where site relief is less than five feet).
 - F. Buildings.** Any existing and/or proposed buildings or structures, including those to be demolished if applicable.
 - G. Critical Areas.** Indicate critical areas and their buffers, if applicable (i.e., streams, floodplain, floodway, wetlands, steep slopes, seismic hazard areas, etc.)
 - H. Shoreline Areas.** Indicate any shoreline areas (areas regulated by the Snoqualmie Shoreline Master Program), if applicable.
 - I. Drainage.** Please include conceptual drainage for proposal, including collection, detention, and discharge.
 - J. Roadways.** Existing and proposed access to site, including adjacent roadways, existing and/or proposed internal road with proposed road widths, and proposed and/or existing parking. The site plan should also include any existing or proposed access easement(s).
 - K. Landscaping.** Existing and/or proposed landscaping and vegetated areas.
- 3. Building Plan.**
 - Floor plans for any proposed buildings and/or structures
 - Elevations for any proposed buildings and/or structures
 - Identify occupancy classifications, occupancy loads and types of building construction
 - If available, provide determination of “allowable” building areas based on occupancy classification and type(s) of construction and any calculated area and/or height increases.
 - Identify if structure(s) will include sprinkler systems and/or fire alarm systems.
- 4. Questions for Staff.** In addition to the information provided above, you may wish to submit a list of key questions or concerns you wish to address with staff during the pre-application review meeting.
- 5. Application Filing Fee or Deposit.**

ADDITIONAL NOTES:

- Pre-application reviews are conducted on Thursdays at either 10:00 am or 1:00 pm.
- Meetings are typically scheduled within two to three weeks of submitting a complete application.

PRE-APPLICATION REVIEW SUBMITTAL FORM

Project Name:	
Project and Site Description (attach a separate sheet, if needed):	
Applicant/Agent Name:	
Applicant/Agent Address (City, State, Zip):	
Phone Number:	Email:
Parcel Address(es):	
Parcel Number(s):	
Nearest Cross Street:	Current Zoning:
Legal Owner(s): Submit notarized documentation that all property owners agree to the proposed land use action. Note: The following information is to be completed if property owner is different from applicant.	
Property Owner(s):	
Phone Number:	Email:
Property Owner Address (City, State, Zip):	

By my signature, I certify that I have reviewed all submittals for completeness and accuracy.

Signature: _____ Date: _____