



# PRE-APPLICATION CONFERENCE REQUEST

Application Fee: \$150.00 (\$100 of the fee can be applied to related project permits within 60 days of conference)

Number Required:	Description of Required Documents:	Required:
1	Pre-Application Conference Request Fee.	A
2	Pre-Application Conference Request Application Form (with all of the required signatures).	A
7	Operational Characteristics Description (See CDD Handout #6).	A
7	Preliminary Site Plan (See CDD Handout #12). The preliminary site plan may be prepared by the applicant; it is not required that the plan be prepared by an engineer or surveyor.	A
1	8 1/2" x 11" Reduced Copy of the Site Plan	O
7	Preliminary Floor Plans.	O
7	Preliminary Exterior Building Elevation Drawings.	O

A=Always required.

O=Optional.

**ALL LARGE MAPS MUST BE FOLDED TO FIT INTO A 10" x 13" ENVELOPE WITH THE APPLICATION NAME OF THE PLAN SHOWING. PLEASE COLLATE THE APPLICATION MATERIALS INTO SUBMITTAL PACKETS.**

All above items and any other material that may be required by the city must be submitted at the time of application in order for the application to be accepted as complete.

A date for the pre-application conference will be scheduled upon receipt of a complete application and the required application fee. The pre-application conference will be scheduled on a first come, first served basis, dependent on availability.

Handouts and application forms may be revised without notice.



# PRE-APPLICATION CONFERENCE REQUEST

**APPLICATION FEE: \$150** (\$100 of fee can be applied to related project permits within 60 days of conference)

**APPLICATION #:** \_\_\_\_\_  
OFFICE USE ONLY

**APPLICATION NAME:** \_\_\_\_\_

**PROPOSED USE:** \_\_\_\_\_ **ZONE:** \_\_\_\_\_

**ADDRESS/LOCATION:** \_\_\_\_\_

**PIERCE COUNTY PARCEL NUMBER (S):** \_\_\_\_\_ **ACRES:** \_\_\_\_\_

**1/4 Section** \_\_\_\_\_ **SECTION** \_\_\_\_\_ **TOWNSHIP** \_\_\_\_\_ **N** **RANGE** \_\_\_\_\_ **E**

**APPLICANT:** (mandatory)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Professional License No: \_\_\_\_\_  
Signature: \_\_\_\_\_ Contact Person: \_\_\_\_\_

**AGENT/ CONSULTANT/ ATTORNEY:** (mandatory if primary contact is different from applicant)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ License No: \_\_\_\_\_

**PROPERTY OWNER 1:** (mandatory if different from applicant)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Signature: \_\_\_\_\_

**PROPERTY OWNER 2:** (if more than two property owners attach additional info/signature sheets)

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Signature: \_\_\_\_\_

The above signed property owners, certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we constitute all of the legal owners of the property described above and designate the above parties to act as our agent with respect to this application:

**OFFICE USE ONLY:**

DATE APPLICATION RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

DATE APPLICATION COMPLETE: \_\_\_\_\_ COMPLETENESS REVIEW BY: \_\_\_\_\_

**THE APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION WHEN REQUESTING A PRE-APPLICATION CONFERENCE:**

- A. The completed original application form and six (6) additional copies, making sure that all of the required signatures have been obtained.
- B. Seven (7) copies of an operational characteristics description in accordance with Community Development Department Handout #6.
- C. Seven (7) copies of a preliminary site plan in accordance with Community Development Department Handout #12. The preliminary site plan may be prepared by the applicant; it is not required that the plan be prepared by an engineer or surveyor.
- D. Optional - One (1) copy of the site plan (Section C above) at a reduced size of 8 1/2 x 11-inch sheets.
- E. Optional – Seven (7) copies of a preliminary floor plan layout.
- F. Optional – Seven (7) copies of preliminary exterior building elevation drawings.

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**All above items and any other material that may be required by the city must be submitted at the time of application in order for the application to be accepted as complete.**

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## COMMUNITY DEVELOPMENT DEPARTMENT HANDOUT #6

### **OPERATIONAL CHARACTERISTICS DESCRIPTION REQUIREMENTS**

A detailed description of operational characteristics is required for all discretionary land use permits such as, administrative use permits, conditional use permits, temporary use permits, variance applications, etc. and may be required for zoning certification and other permits, as deemed necessary by Community Development Department staff. The operational description must include the following information to be considered complete:

1. Description of proposed use/project application.
  
  
  
  
  
  
  
  
  
  
2. Extent and type of proposed improvements to the site and/or interior or exterior building remodeling to existing building(s) (i.e. additions to building, interior building improvements or alterations, landscaping, proposed signs, additional parking spaces, etc.).
  
  
  
  
  
  
  
  
  
  
3. Proposed number of full and part-time employees.
4. Proposed number of students on the site at any one time.
5. Maximum numbers of employees on the site at any one time.
6. Proposed hours, days, place and manner of operation.
7. Type of products or services proposed to be available on the site.
8. Number of commercial vehicles proposed to be parked or stored on the site.

9. Traffic (vehicular trips to and from site per day) generated by the use, including deliveries and client-related trips (i.e. any proposed shipping and receiving activities, projected employee trip generation, projected customer trip generation).
10. Total square footage of the floor area of the tenant space.
11. Proposed type of equipment/machinery to be used by the business or stored on site (i.e., office equipment, manufacturing equipment, construction equipment).
12. Proposed use of outdoor space on lot (i.e., outdoor storage, outdoor display and sales of merchandise, parking/open space, recreation space).
13. Total square footage of each type of proposed outdoor use on the lot.
14. Previous use of property.
15. Existing number of parking spaces.
16. Surrounding uses and businesses next to proposed business/project site.
17. Operational characteristics or functions that create emission of gasses, dust, odors, vibration, electrical interference, smoke, noise, air pollution, light, glare, odor or dust in a manner likely to cause offense or irritation to neighboring residents.
18. Site and building design features that minimize land use impacts, such as traffic, aesthetics, etc. or environmental impacts such as noise, vibration, dust or air pollution, glare, odor and dust, etc.
19. Storage, distribution, production and/or operations that involve the use of toxic or flammable materials.

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## COMMUNITY DEVELOPMENT DEPARTMENT HANDOUT #12

### **SITE PLAN REQUIREMENTS FOR PRE-APPLICATION CONFERENCES**

A preliminary site plan must be drawn to scale and include the following information, as applicable, to be considered complete:

#### **REQUIRED FEATURES:**

1. Site address
2. Property lines.
3. North arrow and decimal engineering scale (ie. 1"=20'; **not** 1/8"=1' architectural scale).
4. Pierce County tax parcel number.
5. Lot dimensions and total square footage.
6. All existing and proposed public and private roads, driveway accesses and road right-of-ways.
7. All major manmade or natural features (slope, shorelines, riparian areas, railroad tracks, bridges, etc.).
8. Proposed and existing building locations.
9. Areas of future development.
10. Dimensions and square foot area of all structures or pavement expected to be removed.
11. Dimensions of all setbacks (distance from the wall of all existing and proposed structures to property lines).
12. Location, dimensions and square foot area of all parking areas and all paved areas.
13. Location of required landscape areas (include dimensions inside of curbing and square footage inside curbing).
14. Location and dimensions of any existing free-standing signs (this includes billboard signs).
15. Water features or wetlands, including but not limited to, lakes, ponds, saltwater, year-round or seasonal streams, creeks, wetlands, gully or natural drainage way, drainage ditches, etc.
16. Critical areas, such as slopes, wetlands, shorelines and wildlife habitat.

#### **RECOMMENDED ITEMS:**

17. All easements (access, utility, railroad, storm water, etc.). Indicate type and dimensions of easement.
18. Existing and proposed fences or retaining walls (specify type and height of fence or wall).
19. Location of outside storage areas (include dimensions and total square footage).
20. Location of trash dumpster(s).

All large maps must be folded to fit into a 10 x 13 inch envelope with the application name of the plan showing.

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