



Pre-Application Meeting Request Form

City of Selah Public Works and Community Development

222 S Rushmore Road, Selah, WA 98942 Phone: (509) 698-7365 Email: permits@selahwa.gov

INSTRUCTIONS – PLEASE ANSWER ALL QUESTIONS COMPLETELY.

The purpose of a Pre-Application Meeting is to provide the City with Preliminary Information regarding the Development Proposal and to provide the Applicant with Preliminary Information about the Requirements for Land Use Development, Building Codes, Public Works (i.e., roads, stormwater, sewer, and water), Environmental issues, and other relevant matters prior to filing a formal application. Please submit request form and required documents to the Public Works office or email to permits@selahwa.gov.

Part I – General Information

Site Address:

Business/Project Name:

Parcel Number(s):

Applicant Information:	Name:						
	Mailing Address:						
	City:		St:		Zip:		Phone: ()
	E-Mail:						

Applicant Interest in Property:	Check One:	<input type="checkbox"/> Owner	<input type="checkbox"/> Agent	<input type="checkbox"/> Purchaser	<input type="checkbox"/> Other _____
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Property Owner Information (If other than Applicant):	Name:						
	Mailing Address:						
	City:		St:		Zip:		Phone: ()
	E-Mail:						

Design Professional Information (If other than Applicant):	Name:						
	Mailing Address:						
	City:		St:		Zip:		Phone: ()
	Email:						

Contractor Information (If other than Applicant):	Name:						
	Mailing Address:						
	City:		St:		Zip:		Phone: ()
	Email:						

Property Zoning:	Circle One:	LDSF	R-1	R-2	R-3	B-1	B-2	M-1	M-2
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Brief description of your proposed project:

Please Note: Pre-Application meetings provide preliminary information only and are not intended to result in final actions or commitments by either the City or the applicant.

Property Owner's Signature

Date

Applicant's Signature

Date



Pre-Application Meeting Submittal Checklist

Please Provide Digital or Printed Copies of the Following Applicable Information:

*Please Note: The more information you provide with your pre-application submittals, the more feedback you will receive from the Project Reviewers to help you towards finalizing your application. **If digital copies are not possible, paper copies must have all applicable information below.***

1. Site Plan

- North arrow
- Scale (standard engineering scale)
- Parcel number(s)
- Property address
- Legal description
- Applicant name and contact information
- Project name
- Lot coverage calculation
- Property dimensions and shape of lot
- Size and location of existing and proposed structures
- Distance(s) of structures to property line and centerline of right-of-way
- Size and location of utilities and easements
- Location of existing and proposed signage
- Proposed and/or existing parking plan
- Location of ingress and egress points/driveway
- Clearview triangle
- Proposed and existing landscaping
- Dumpster and screening location
- Location and size of required Stormwater retention or detention BMP's

The black and white site plan shall be no smaller than 8½" x 11" or not larger than 11" x 17"

2. Building Plans

- Building Plans for any proposed buildings and structures
- Identify occupancy classification, occupancy load, and type of building construction
- Identify if structure(s) will include sprinkler systems and/or fire alarm systems

3. Site Description

- A brief, written description of the site describing parcel conditions (soil, drainage, topography, wetlands, streams, vegetation, surrounding land use, traffic patterns, nearest schools, bus stops, walkways and any other unique characteristics of the site).

4. Project Description

- Provide a brief, written description of the proposed development, change of use and/or changes to the existing structure(s).
- Please include what you see as key concerns or specify questions that you have about the proposed project you would like Project Reviewers to address at the Pre-Application Meeting.

Pre-Application Meeting can be scheduled within 1- 2 weeks after the Request Form and Submittals have been received. To schedule please call (509) 698-7365.