



# Pre-Application Meeting Application Form

**BF-04**  
FORM

**Community Development Department**  
501 N. Anderson, Ellensburg, WA 98926 (509) 962-7239 (Building) (509) 962-7231 (Planning) permits@ci.ellensburg.wa.us

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 Land Use development requirements, Building Code requirements, Public Works & Energy Services requirements (i.e. roads, stormwater, sewer, water, gas, electric), environmental issues, procedural requirements, known community concerns, and other relevant matters prior to the filing of a formal application.

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.

PROJECT LOCATION:		OFFICIAL USE ONLY:	
Site Address:		Staff Person:	
Business Name:		Date Applied:	
Parcel Number:	_____	Pre-App #:	

PROPERTY OWNER:			
Name:		Day Phone:	
Mailing Address:			
E-mail:		Cell Phone:	
<b>*APPLICANT:</b>	<input type="checkbox"/> Owner	<input type="checkbox"/> Contractor	<input type="checkbox"/> Tenant <input type="checkbox"/> Other _____
Name:		Day Phone:	
Mailing Address:			
E-mail:		Cell Phone:	
<b>CONTACT PERSON:</b>	<input type="checkbox"/> Owner	<input type="checkbox"/> Contractor	<input type="checkbox"/> Tenant <input type="checkbox"/> Other _____
Name:		Day Phone:	
Mailing Address:			
E-mail:		Cell Phone:	
<b>DESIGN PROFESSIONAL:</b>	<input type="checkbox"/> Architect	<input type="checkbox"/> Engineer	<input type="checkbox"/> Other _____
Name:		Day Phone:	
Mailing Address:			
E-mail:		Cell Phone:	
<b>CONTRACTOR:</b>			
Name:		Day Phone:	
Mailing Address:			
E-mail:		Cell Phone:	

# Pre-Application Meeting Submittal Checklist

---

## Please Provide 6 Copies the Following Applicable Information

*Please Note: The more information you provide in your pre-application submittal package, the more feedback you will receive from project reviewers to help you towards finalizing your application.*

### 1. Conceptual Site Plan and Lot Configuration

- North arrow
- Scale (standard Engineering scale)
- Date drawn
- Existing parcels assembled
- Vicinity map
- Existing and/or proposed sewer and water lines
- Existing and/or proposed underground and overhead utilities
- Existing and/or proposed lot layout
- Existing and/or proposed lot sizes
- Proposed connection to existing road system
- General dimensions of lots, rights-of-way, easements, existing structures
- Existing elevation contours at intervals not greater than five feet (*Not required where site relief is less than five feet*)
- Indicate Critical Areas (i.e. streams, floodplains, wetlands, steep slopes, etc.)
- Flood Hazard Areas
- Any existing building locations and buildings proposed for demolition
- Proposed new internal roads with proposed road widths
- Conceptual drainage proposal showing collection, detention and discharge
- Proposed and/or existing parking
- Proposed and/or existing Landscaping

### 2. Building Plans

- 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.

### 3. Site Description

A brief, written description of the site describing parcel conditions (*soils, drainage, topography, wetlands, streams, vegetation, surrounding land use, traffic patterns, if in the Historic District, 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. Please include what you see as key issues or specify questions that you have about the proposed project that you would like reviewers to respond to at the Pre-Application Meeting.

### 5. Pay a \$500.00 Filing Fee

The \$500 will be deducted from your permit cost when you apply (*You must apply for a permit within 1 year to have the \$500.00 put toward your permit*).

*Your Pre Application Meeting Will Be Scheduled Within Three Weeks of Submitting Your Application*