

The purpose of the pre-application conference is to assist applicants in preparing their development applications for submittal to the City, to identify potential problems, and to streamline the development review process. These pre-application conferences are informal and provide an opportunity to meet with the City departments responsible for development review. City representatives will review the submitted materials, provide comments, and may also identify issues or concerns wherever noted. It is not meant to be a detailed review of proposed plans or ideas.

Please be aware that any communication or checklists provided to you at this meeting do not imply approval or conditional approval of the pending application. Future review of your formal application may require changes, alterations, or additional information to clarify the details of your proposal and design.

Application Procedures

Pre-application conferences are held each Thursday afternoon at 2:00 P.M. Due to the popularity of these meetings, appointments are granted on a first come/first serve basis as submittals are received. Appointment times will not be held for an applicant that has not submitted a pre-application package in advance.

To schedule a pre-application meeting, submit the below pre-application package to the Community Development Department at your earliest convenience. Staff will advise you of the next available date.

1. Completed PRE-APPLICATION FORM;
2. Filing fee per BLMC 3.68;
3. **Six (6)** copies of the preliminary site plan;
4. **Six (6)** copies of the preliminary floor plan of building interior (if applicable);
5. **Six (6)** copies of a written narrative of the project (optional);
6. **Six (6)** copies of a list of questions for staff (optional);
7. **Six (6)** copies of all materials submitted with the application.

Once a complete pre-application package has been received by the Permit Center, the applicant will be notified as to what date and time the meeting will be held.

It may be helpful to bring to the meeting any professional staff who will be assisting with the project, such as an architect or engineer. Unless a formal application for the proposal is submitted to the Community Development Department within one year of the pre-application conference, a new conference may be required.

Preliminary Plans

Preliminary site plan may be submitted on any size sheet. However, large plans (greater than 11" x 17") should include a set of reduced plans that are 8 1/2" x 11". Preliminary site plans need not

be fully engineered and can be hand drawn. The following items are guidelines for the preparation of the preliminary site plan:

1. Applicant's name, address, and phone number.
2. North arrow, scale (1" = 100' minimum), and date.
3. Dimensions of the parcel(s).
4. Location(s), size(s) in square feet and use(s) of any existing building(s) on site.
5. Location and width of existing and proposed easements for access, drainage, utilities, etc; existing and proposed driveways, road easements and right-of-way on the site and on adjacent properties, including those across the street.
6. Proposed street right-of-way dedication (if applicable)
7. Proposed phasing (if applicable)
8. Any watercourse (stream, drainage, etc.) on or adjacent to the site.
9. All sensitive areas such as unstable/steep slopes, flood plains, or wetlands on or adjacent to the site.
10. Location of all fire hydrants within close proximity of the property.
11. Location of all utility poles, streetlights, etc. in the public right-of-way adjacent to the site.

If the preliminary interior building floor plan is submitted, the plan should include a complete/scaled floor plan showing all of the following (list includes items for restaurants/kitchens):

1. Applicant's name, address and phone number
2. Type of construction
3. Square footage
4. Occupant load and occupancy classification
5. Fire barrier(s) type and location
6. Seating layout (include outside seating, if applicable)
7. All accessibility requirements
8. Sprinkler requirements (if known)
9. Grease interceptor size and location
10. Kitchen equipment (Type 1 hoods, dishwashers, fryers, grills, et cetera)
11. If the proposed project is in an existing building (Tenant Improvement) then all of the above and a complete existing floor plan should be included for comparison.
12. Interior and exterior signage.



Proposed Title: _____

Description: _____

Applicant:

Name: _____ Phone 1: _____

Address Line: _____ Phone 2: _____

City, State, Zip: _____ Email: _____

Property Owner: (List multiple owners separately)

Name: _____ Phone 1: _____

Address Line: _____ Phone 2: _____

City, State, Zip: _____ Email: _____

Contact Person: (if not same as applicant)

Name: _____ Phone 1: _____

Address Line: _____ Phone 2: _____

City, State, Zip: _____ Email: _____

Location of Proposal:

Site Address: _____

Parcel No.: _____ Range: _____ Township: _____ Section: _____ Qtr: _____

Lot Number: _____ Total Acreage: _____ Zoning: _____

Please list any specific questions you would like to discuss during the meeting for each department:

Planning (zoning, setbacks, height, landscaping, environment, design review)

Building (Building Codes, structural questions, impact fees)



Community Development Department

Application for
PRE-APPLICATION CONFERENCE

Public Works (traffic, traffic impact fees, drainage, water, sewer)

Fire Department (fire hydrants, emergency access, sprinkler v. alarms)

School District (Sumner or White River) (impact fees) Residential Development Only
