



PLANNING & DEVELOPMENT SERVICES

1800 Continental Place • Mount Vernon, WA 98273
• Office 360.416-1320 • www.skagitcounty.net

Pre-Development & Pre-Application Checklist
SCC14.06.080

Date Received: _____

- **Pre-Development** is an informal feasibility meeting. It is meant to discuss in general terms the proposed development or business plan, application requirements, design standards, design alternatives, and other required permits and the approval process. There is no fee for this meeting.
- **Pre-Application** is to conduct a review of the development applications prior to submittal to Planning & Development Services. * **Requires a submittal fee.**
- *In order to expedite development review, the staff may invite all affected jurisdictions, agencies and/or special use districts to the meeting*
- **Exemptions:** Boundary Line Adjustments, Flood Area Development Permits, Administrative Decisions, Administrative Interpretations, Administrative Variances and Lot Certifications.

Submitted with Pre-Application Meeting Request

NOTE: If project is within the Shoreline jurisdiction a Shoreline site visit must be completed before the pre-application meeting.

- Shoreline Determination If applicable**
 ___ Site plan indicating the ordinary high water mark (OHWM) and setbacks from OHWM to all structures, including neighbor's, within 300 feet from both side property lines. Indicate lot coverage totals, both before proposal and after proposed additions / construction is complete.
- *Submittal Fee \$** _____ Valid for **6 months** from date of meeting.

Submitted with Pre-Development Meeting Request

No fee is required for feasibility. Please provide the following to the best of your ability.

- Fact Sheet**
 Please complete the attached Fact Sheet. List all parcel numbers of land included in the application.
- Lot of Record Certification**
 ___ Approved Lot Certification File # PL_____ - _____
 ___ **Applicant is aware this is a requirement of formal submittal.**
- Critical Areas Review**
 ___ Completed staff report File # PL_____ - _____
 ___ **Applicant is aware this is a requirement of formal submittal.**
- Site Description**
 Please submit a brief written site description outlining the existing, physical conditions of the parcel (soils, drainage, topography, wetlands, streams, vegetation, wildlife, surrounding land use, traffic patterns, nearest schools if applicable).
- Project Description**
 Please submit a brief written description of the proposed development objectives, detailing the nature and impact of the proposed land use requested. For construction projects, please identify proposed square footage, construction type, uses etc.
- Project Issues or Key Questions**
 Please indicate what you see as key issues or specify questions that you have about the property that you would like the county staff to respond to. The more information you provide in the submittal package, the more feedback you will get from your project review team to help you towards finalizing your application.
- Site Plan & Conceptual Lot Configuration** See page 4.

Accepted by _____

Permit Number _____

Zoning / Setbacks _____

Flood Plain/Floodway _____

Shoreline _____

Notes:



Planning & Development Services Fact Sheet

Community Development Division

PL# _____

Date Received _____

- | | |
|--|---|
| <input type="checkbox"/> Binding Site Plan | <input type="checkbox"/> Rezone |
| <input type="checkbox"/> Bldg Permits Triggering SEPA | <input type="checkbox"/> Shoreline Substantial Use Permit |
| <input type="checkbox"/> Fill & Grade Triggering SEPA | <input type="checkbox"/> Short CaRD |
| <input type="checkbox"/> Forest Practice Waiver – HE | <input type="checkbox"/> Short Plat |
| <input type="checkbox"/> Level II, III and IV Applications | <input type="checkbox"/> Special Use Permit Level II |
| <input type="checkbox"/> Long CaRD <input type="checkbox"/> Pre <input type="checkbox"/> Final | <input type="checkbox"/> Variance Level II |
| <input type="checkbox"/> Plat or SPU Modification | <input type="checkbox"/> Other : _____ |

1. Applicant name: _____
2. Proposed project description: _____
3. Related Permits or Approvals: _____
4. Parcel ID#: _____ Assessor Tax #: _____ - _____ - _____
Parcel ID#: _____ Assessor Tax #: _____ - _____ - _____
5. Section ___ Township ___ Range ___ Comprehensive Plan/Zoning Designation: _____
6. Site Address: _____
7. Lot of Record: Yes No PL# _____
8. Urban Growth Area: Yes No If yes, City: _____
9. Comp Plan/Zoning within 200 feet: _____ Fire District # _____
10. Mineral Resource Overlay within ¼ mile Yes No
11. Critical Area/Water within 200 feet: Yes No
12. Acreage/Lot Dimensions: _____
13. Flood Zone: _____ FIRM Map Panel # _____ Map Date: _____
14. Road access: Private County – Permit # _____ State – Permit # _____
15. Water Source: Drilled well - Permit # _____ Community Well Public _____
16. Sewage Disposal: Septic – Permit # _____ Public Sewer: _____
17. Legal Description: _____

(Attach additional sheet if necessary.)



Planning & Development Services

Community Development Division

Applicant

Name

Address

Phone

Fax

e-mail address

Signature: _____

Owner

Name

Address

Phone

Fax

e-mail address

Contact

Name

Address

Phone

Fax

e-mail address

Contractor (When applicable. If owner, write owner-builder)

Name

Address

Phone

Fax

e-mail address

Contractors License #

Expiration Date

Site Plan Requirements Please include the following if applicable:

- North arrow
- Scale
- Date drawn
- Existing parcels assembled
- Vicinity map
- Existing septic systems and or wells
- Proposed lot layout
- Proposed lot size
- Proposed connection to existing road
- General dimensions of lots, right-of-ways, easements
- Existing structures
- Note of areas where existing elevation might exceed 5 feet
- Streams generally known within 200 feet of project site
- Wetlands generally known within 200 feet of the project site
- Any other critical areas known within 200 feet of project
- Flood Hazard Areas
- Existing easements
- Zoning of adjacent properties
- Any existing building locations
- Proposed internal roads and right-of-way width
- Conceptual drainage
- Scaled measurements for variance requests to reduce setbacks
- Existing bulkheads, Ordinary High Water Mark, if surveyed
- Fire District #
- Estimate of total impervious surface

****You may also use the aerial map from the website for this exercise. Indicate the items above if possible by drawing them in. Darken property boundaries. Find map here:**

<https://www.skagitcounty.net/Search/Property/> Type in your address or parcel number and enter. From next page, on the right hand side, click on iMap. Once on iMap, from the left hand side, top box, bottom line, select Aerial Map.

What you can expect from a Pre-Application/Pre-Development Meeting

Pre-application/Pre-Development meeting review will include discussion from staff or jurisdictions involved in the proposed project regarding the requirement for application(s), the completeness necessary to formally apply, permit or approval requirements, review process and schedule of timelines as well as a list of fees. Staff will also respond to the Applicant or their representative's questions. Staff notes will be provided at the conclusion of the meeting.

Scheduling Pre-Application/Pre-Development Meetings

Upon submittal of the requested information from the pre-application/pre-development submittal checklist items, (and paying the submittal fee for pre-application), staff shall schedule the meeting. The meeting shall be scheduled within approximately fourteen days after the submittal of a complete pre-application request packet. Meetings are scheduled on Thursdays at either: 9:15 am, 10:15 am or 11:15 am and shall be forty-five minutes long. If additional pre-application meetings are required they shall be scheduled as needed.

Waivers

Applicants must participate in a pre-application meeting if governed by the application checklist unless a waiver is requested by the applicant and approved by the Administrative Official. Request for waivers shall be made in writing and addressed to the Administrative Official. Requests shall provide an explicit project description and narrative stating reasons why no pre-application meeting is necessary. The Administrative Official shall respond within 15 calendar days.