



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · TEL (360) 568-3115 FAX (360) 568-1375

CONCEPTUAL PRE-APPLICATION REVIEW

Welcome to the City of Snohomish Pre-Application review process. Pre-Application is a service offered to applicants as an opportunity to get early guidance from the City on policies, regulations, standards, submittal requirements, and code compliance before investing in expensive plans and engineering.

The City will provide experienced representatives from all necessary departments to provide input and comments regarding your project. This is your chance to ask questions, explore alternatives, and learn how to make your project move faster, in a better, more code-compliant manner. The benefits include a consolidated preliminary review, and discussion with specific feedback from City staff.

As a service to our customers, pre-application reviews may occur at a conceptual level, and/or at a more detailed level. Early conceptual review is encouraged but voluntary. There is no fee for a conceptual pre-application review. Detailed pre-application review is mandatory for Type 3 through Type 6 permits, but an option for any other permit type. An early conceptual review may benefit applicants with projects that require the detailed pre-application review, to minimize changes to the detailed submittal.

FOR OFFICE USE ONLY

Date Submitted:		Pre-App Review Scheduled:		Pre-App #	
Project Name:			Conceptual Review <input type="checkbox"/>	Detailed Review <input type="checkbox"/>	

APPLICANT/CONTACT

Name:	
Address:	
City/State/Zip:	
Phone:	
Cell Phone:	
Alternate Phone:	
E-mail:	

OWNER (IF DIFFERENT FROM APPLICANT)

Name:	
Address:	
City/State/Zip:	
Phone:	
Cell Phone:	
Alternate Phone:	
E-mail:	

LOCATION OF PROPOSAL

Address / Location:			
Tax Parcel #:	Land Use Designation:	Site Area:	
Description of Proposal:			

RIGHT OF ENTRY

Signing and submitting this application authorizes City of Snohomish staff to access and inspect the subject property at any reasonable time for the purpose of permit review, inspection, and enforcement through the completion of this permit.

Signature of Property Owner	Print Name	Date



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · TEL (360) 568-3115 FAX (360) 568-1375

CONCEPTUAL PRE-APPLICATION CHECKLIST

The following information is required, as applicable to the proposed project. **Five copies of all documents must be provided.**

- Vicinity Map
- Legal Description of the property and/or Assessor Tax Parcel Number
- Conceptual Site Plan
 - Drawn to scale (1" = 20', or 1" = 40')
 - Paper size may be 8½" x 11", 11" x 17", or 22" x 34"
If using 22" x 34", provide one copy reduced to 8½" x 11"
 - Include the following on the site plan (existing and proposed):
 - Topography
 - Total Land Area
 - Lot lines and Easements
 - Existing and Proposed structures
 - Access points
 - Identify any known Critical Areas
 - Identify on-site Utilities
 - Number of parking spaces
- Total area of each structure and its use
- Type of construction, including the following:
 - Probable building materials
 - Treatment of exterior surfaces on all proposed structures
- Total number of dwelling units, if applicable, and a description of the housing type

NOTE: This information should not be used as a substitute for City Codes and Regulations. City regulations change over time. Our regulations can be obtained from our website: www.ci.snohomish.wa.us or at City Hall.

MEETING ATTENDEES

Name:		Discipline:	
Name:		Discipline:	
Name:		Discipline:	
Name:		Discipline:	
Name:		Discipline:	

WHAT SPECIFIC QUESTIONS OR OBJECTIVES DO YOU HAVE FOR THIS MEETING?

Please let us know of any suggestions you might have regarding this process, as we are always looking for ways to improve. We hope this will be a valuable part of your planning project. Feel free to call us at (360) 568-3115 with any questions. We are located at 116 Union Avenue. Business hours are 9:00 a.m. to 5:00 p.m., Monday through Friday.