PRE-APPLICATION MEETING FORM

Date Received: ________________ By: _____ Receipt #: ________________ File #: ________________

FEE:  □ $150 (100% is credited to a Land Use application if filed within 12 months)
      □ Technology Fee $10

PLEASE INCLUDE THE FOLLOWING (Note: include 1 additional copy for a DOD project):

□ Seven Application forms: This includes the ORIGINAL plus 6 copies.
□ Seven Contact Information sheets (attached): This includes the ORIGINAL plus 6 copies.
□ Seven 11” x 17” of each of the following (DO NOT submit larger drawings), as applicable:
  □ Conceptual site plan (to scale), showing the location of utility, storm drainage, lighting, road, and sidewalk improvements.
  □ Simple site plan, showing the general characteristics and existing structures on the project site.
  □ Preliminary architectural drawings.
□ Seven copies of a Project Narrative which addresses issues applicable to your project: see “Pre-Application Meeting Guidelines” (attached) for some typical questions that may apply to your project.
□ Seven copies of other documentation that may help acquaint staff with your proposal.

Print clearly (use ink) or type:

General location of property and/or address: _______________________________________________________

Location:  Section(s) __________________ Township ___________ Range ______________
Assessor's Parcel Number(s): _________________________________________________________________
Size (Acres): _________________  Is property within floodplain?  ○ NO  ○ YES
Zoning Classification: _________________________________________________________________
Comprehensive Plan Designation: _____________________________________________________________
Existing Use of Property: _________________________________________________________________

Proposed use of the property: _______________________________________________________________

Water Provider: ______________________  Sewer Provider: ______________________
Is a well on the property?  ○ NO  ○ YES  Is septic on the property?  ○ NO  ○ YES

_________________________________  __________________________
Signature of Owner                  Date

Print Name of Owner

Planning Form 011/Pre-Application Meeting Form (9/13)
PROJECT NAME: ____________________________________________

A. Applicant Information
Are you the owner of the property? □ YES □ NO If not, Part C must be completed
Name: _______________________________________________________
Company Name/DBA: ____________________________________________
Mailing Address: _____________________________________________
City/State/Zip Code: ___________________________________________
Phone No. ___________________________ Fax No. _______________________
E-mail Address: ________________________________________________

B. Primary Contact Person/Authorized Agent Information
Name: _________________________________________________________
Company Name/DBA: ____________________________________________
Mailing Address: _____________________________________________
City/State/Zip Code: ___________________________________________
Phone No. ___________________________ Fax No. _______________________
E-mail Address: ________________________________________________

C. Owner Information (if different than applicant)
Name: _______________________________________________________
Company Name/DBA: ____________________________________________
Mailing Address: _____________________________________________
City/State/Zip Code: ___________________________________________
Phone No. ___________________________ Fax No. _______________________
E-mail Address: ________________________________________________

Signature of Property Owner authorizing Application Date

Signature of Applicant Date
PRE-APPLICATION MEETING GUIDELINES

The City of Port Orchard offers a process for an applicant to discuss a proposal with staff prior to submitting a permit application. This pre-application meeting is offered at a charge of $150.00. The intent of the pre-application meeting is for the applicant to meet simultaneously with staff from the City’s Department of Community Development, Public Works Department, Engineering Division, Fire Department, and other applicable jurisdictional representatives to discuss existing regulations that would affect the proposal, the steps and possible timeline for project review, and other information that may help the applicant submit a complete application.

Meetings are held at City Hall, 216 Prospect Street, Port Orchard. Your pre-application meeting will only be scheduled two weeks after submittal of the required documents for review by our staff. The request to have the documentation two weeks prior to the meeting is to allow time to review the project and be better prepared to answer your questions.

Below are some typical pre-development questions for your consideration, that may be addressed at the pre-application meeting, depending on your project:

- How are drainage and storm-water quality and quantity controlled on the site?
- Are there existing buildings on the site that will require demotion or remodeling?
- Are there any existing environmental hazards that need to be dealt with, such as asbestos or lead paint?
- Are there underground fuel tanks or old septic systems on the property?
- Will grading of the site be required? If so, what is the approximate total amount that will be graded?
- Are there wetlands or shorelines on the site, or any other environmental features?
- How will parking be handled? Is there adequate parking on the site and what are the connections from the site to the surrounding streets?
- What landscaping is proposed for the site?
- Will the project be accessible to persons with disabilities?
- What street frontage improvements will be provided?
- Are the necessary utilities available (water, sewer, power, and franchise utilities)?
- Will there be sufficient water available to meet the requirements for fire flow in the project?
- Is there sufficient emergency vehicle access to the site?
- Are there steep slopes on the site? Is a geotechnical report required?
- What is the proposed lighting for the project?

The staff at the City of Port Orchard looks forward to helping you meet your goals, and to meeting with you to review your development proposal. For more information, please call (360) 874-5533.