



Community Development Department

Pre-Application Conference Request

PO Box 777 • 323 N.E. First Street
 Winlock, WA 98596-0777
 360.785.3811 • fax 360.785.4378
winplan@cityofwinlock.com

MUST BE FILLED OUT COMPLETELY – INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

APPLICANT INFORMATION (if different than property owner)

Name(s): _____
 Mailing Address: _____ City/St/Zip: _____
 Phone #: _____ Email: _____

PROPERTY OWNER INFORMATION (same as applicant) Yes No

Name(s): _____
 Mailing Address: _____ City/St/Zip: _____
 Phone #: _____ Email: _____

AUTHORIZED REPRESENTATIVE INFORMATION (same as applicant) Yes No

Name(s): _____
 Mailing Address: _____ City/St/Zip: _____
 Phone #: _____ Email: _____

PROPERTY INFORMATION

Site Address: _____ Parcel #: _____
 Legal Description: _____

DEVELOPMENT AREA (square footage): _____ ZONING DISTRICT: _____

PARCEL NO.	LOT SIZE	EXISTING USE	PROPOSED USE

Legal Owner/Authorized Representative: I/we certify that all plans, specifications, and other submissions required in support of this application conform to the requirements of all federal, state, and local codes and applicable laws and ordinances; and I certify that I am either the current legal owner of this property or their authorized representative with this document, I take full responsibility for the lawful action that this document allows.

Certification: I certify that I have read and understand the limitations and conditions of the Winlock Code and agree to comply with all conditions of approval. I understand that any permits issued by the City of Winlock, consisten with the attached site plan, are valid ONLY if construction is in according to this plan and all other conditions of the permit are followed. By my signature below, I affirm that all the information and documents provided with this application are true and accurate to the best of my knowledge.

 Signature

 Date

Check One: Property Owner Authorized Representative



PRE-APPLICATION CONFERENCE

When is a Pre-Application Conference Required?

Pursuant to Winlock Municipal Code, section 756.03. Pre-Application Conferences are required for all proposals that require a Type II, Type III or Type IV Application.

What is the purpose of a Pre-Application Conference?

- To acquaint the city, outside agencies, and service providers with a potential application and to acquaint the applicant with the requirements of the Winlock Municipal Code, Comprehensive Plan and any other relevant criteria and procedures.
- A Pre-Application Conference is not intended to an exhaustive review of all potential issues.
- A Pre-Application Conference does not bind or preclude the city from enforcing all applicable regulations or from applying regulations in a manner differently than may have been indicated in the Pre-Application Conference.
- ***The Pre-Application Conference is intended to be informational only and is not an approval in any manner of your proposal.***

What is the application procedure?

1. Submit a completed Pre-Application Conference Request Form along with the required Pre-Application Submittal Checklist and required fee.
2. The city will schedule and conduct a Pre-Application Conference on a pre-determined date set aside each month for pre-application meetings after receipt of the Pre-Application Conference Request and all required information.
3. At the conference you will meet with representatives of the Community Development Department to discuss the proposal with you. Depending upon the type and complexity of your proposal, representatives from other city departments and other agencies including, but not limited to, engineering, transportation, Public Works, and fire may also attend.
4. During the Pre-Application Conference, staff will present you with a summary report responding to your proposal and identify any applicable development code regulations, Comprehensive Policies, key issues, requirements for special studies and information including, but not limited to, traffic studies and Critical Area Studies.

Key things to remember:

As you prepare for the Pre-Application Conference, keep in mind the following things.

- The property you are investigating may have private obligations, such as covenant, conditions, and restrictions (CC&R's) to which the city is not a party to and does not consider in its review.
- The more detailed the information submitted for review the more information staff can provide you on the required type(s) of land use.
- The Pre-Application Conference is not intended to approve specific site plan proposals. This is accomplished only through formal filing, review, and notice (as required) of the land use application per prescribed procedures of the city code.
- ***You are required to submit the Pre-Application Conference Report as part of your formal land use application.***



Pre-Application Conference Submittal Checklist:

The following must be included with your application.

- ❑ **WRITTEN STATEMENT REQUIREMENTS:** *seven (7) copies, unless otherwise noted.*
 - Completed Application: *incomplete applications will not be accepted.*
 - Submittal Checklist: *one (1) copy.*
 - Written Statement: *a detailed description of the proposed project including, but not limited to, the changes to the site, structure, landscaping, parking and land use.*
 - Required Fee(s): *see fee schedule.*
- ❑ **PLAN REQUIREMENTS:** *seven (7) copies, unless otherwise noted.*
 - All plans, except architectural elevations, shall be to scale (engineering scale) and shall have a maximum sheet of 24" x 36" and a minimum sheet size of 11" x 17".
 - Architectural elevations may be drawn to an architectural scale and shall have a maximum sheet size of 24" x 36" and a minimum sheet size of 11" x 17". **All plans shall be folded to fit a legal-size file jacket.**
- ❑ **PROPOSED PLAN:** *the following specifies the plan information that is required for a Pre-Application Conference. This information can be shown on one (1) sheet or multiple sheets to be submitted, provided that each sheet is broken down by the bolded subject matter on the page (for example: existing conditions, land use & transportation). If the size of the project requires the use of match line sets, each set of match line sets must include a sheet (at a scale to fit a 24" x 36" sheet) depicting the entire site, including match lines as a cover sheet.*
- ❑ **General Information:**
 - Proposed name of project (e.g., subdivision or business)
 - Vicinity map covering ¼ mile radius from the development site.
 - Total acres or square feet of the site area.
- ❑ **Existing Conditions:**
 - Unstable slopes or landslide hazard areas.
 - Topographical information (showing 2ft contours).
 - Location of existing public and private utilities, easements and 100-year flood zone.
 - Location and species of on-site trees.
 - Sensitive areas; defined by Lewis County Critical Area Standards.
 - Location of on-site wetlands, upland wooded areas, riparian areas, rock out-cropping and streams.
- ❑ **Land Use and Transportation:**
 - Layout of existing parcels.
 - Configuration and dimensions of all proposed lots and tracts, including proposed parks, open spaces and drainage tracts or easements. Include the maximum and minimum density calculations.
 - Location and dimensions of existing and proposed buildings, structures, off-street parking, internal circulation, and off-street loading.



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- Name and location of existing and proposed roadways and easements (private and public), surface material of these; gravel, asphalt, concrete pavement, etc.
 - Location of existing and proposed on-site driveways and existing off-site driveways across the street.
 - Location and width of existing and proposed on-site pedestrian and bicycle facilities within 100 feet of the site.
 - Location and width of existing and proposed easement for access, drainage, etc.
 - Location and width of proposed on-site public and private streets.
 - Location and width of existing and proposed off-site rights-of-way and roadways that will provide access to the site.
 - Location and species of proposed trees and other landscaping to be planted at the site.
- SPECIFIC QUESTIONS AND ISSUES YOU WISH TO HAVE DISCUSSED AT THE PRE-APPLICATION CONFERENCE:**
1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____

To assist city staff who will be conducting the Pre-Application Conference. Please, note below the names of city staff with whom you have already discussed this proposal with, especially in relation to the above questions.

Name	Department

FOR OFFICIAL USE ONLY

Date Received:	
Received By:	
Total Fees Due:	
Date Paid:	
Rct #:	
Date Paid:	

Pre-Application Conference Date: _____

City Official Signature: _____