



Pre-Application Conference Request Form

Building & Planning Department
P.O. Box 9, 230 Davidson Avenue
Woodland, WA 98674
www.ci.woodland.wa.us
(360) 225-1048 / FAX # (360) 225-7336

A pre-application conference is required for all developments with the exception of minor proposals such as fences, small outbuildings, and one single-family residence or duplex. The City will not accept any application for development until the pre-application conference is complete.

Pre-application conferences are scheduled on Wednesdays at 10:00 AM or 11:00 AM. Materials for a pre-application conference must be submitted at least two weeks prior to the requested conference day. Conference dates will only be determined once the application is considered complete. We recommend you call the Building & Planning Department at least one week prior to your scheduled conference date to confirm.

The following materials are required for your pre-application conference packet to be considered complete. Incomplete applications will not be accepted. **Please submit five (5) folded and collated copies of the following information:**

1. Completed and signed Pre-Application Conference Request form.
2. Legal description of the subject property or properties.
3. Completed and signed Request for Utility Services form, if applicable.
4. Preliminary site plan showing the existing and proposed on-site structures and improvements:
 - a. Folded and collated plans of the proposed development drawn to scale, in 11 x 17 or 8.5 x 11 format, clearly marked with the project name, vicinity map, scale, north arrow, date, applicant name, phone and fax numbers, contact person's name, phone and fax numbers.
 - b. Identify use(s) of all existing and proposed structures.
 - c. Setbacks from all property lines.
 - d. Building elevation plans on all sides for all existing and proposed buildings and structures.
 - e. Floor plans for the proposed structures.
 - f. Location and description of the environmental features.
 - g. The contours if the site has steep slopes greater than 10%.
 - h. Location of existing and proposed streets, curb, gutter, sidewalks, driveways, off-street parking, loading areas, bicycle parking, and pedestrian and bicycle pathways.
 - i. Location, dimensions and screening of proposed outdoor ground level mechanical equipment, garbage receptacle, and recycling containers.
 - j. Existing or conceptual plan showing lighting and landscaping. Landscape plan should include location of private driveways, off-street parking, and loading areas.

- k. Location and dimensions of existing and proposed recreation areas and open space, if any.
- l. Location of existing and proposed private and public easements.
- m. Location of existing and proposed private and public utility lines.
- n. Location and dimensions of all existing and proposed above ground and below ground utilities.
- o. Location and dimensions of all existing and proposed fences.
- p. Location and dimensions of all existing and proposed signs.



Pre-Application Conference Request Form

Applicant:

Business Name:

Mailing Address:

Phone:

Cell Phone:

Fax #:

Email:

Property Owner:

Mailing Address:

Phone:

Cell Phone:

Fax #:

Email:

Property Address (or nearest intersection if no address):

Project Title:

Property ID Number(s):

Lot Acreage/Square Footage:

Comp Plan:

Zone:

Brief Project Description:

I/we understand that if it is determined that the application is not complete, the City shall immediately reject and return the application and identify in writing what is needed to make the application complete. I/we agree that City of Woodland staff may enter upon the subject property at any reasonable time to consider the merits of the application, to take photographs, and to post public notices.

Signature of Applicant

Date

DO NOT WRITE BELOW THIS SPACE – FOR OFFICE USE ONLY

FEES DUE	AMOUNT	ACCOUNT
Pre-Application	\$350.00	001 000 000 345 89 01 00

RECEIPT NUMBER	AMOUNT	DATE

Provide a Narrative or other Supporting Documents to Address the Following: (Attach additional sheets if necessary)

BACKGROUND INFORMATION: Provide case numbers and project titles of prior development and/or land use applications (e.g. Pre-Application, Subdivision name, SEPA, Conditional Use Permit, Site Plan Approval, etc.) for this site:

PROJECT DESCRIPTION:

1. Describe the proposed project in detail:

2. Describe the general physical features of the site, including current uses:

3. Describe the general environmental features of the site, including wetland, floodplain, stream, lake, river, steep slopes, etc.:

4. Do you anticipate managing/storing any chemicals, or performing other types of bulk storage at the site? If yes, please describe:

PROJECT QUESTIONS: Please list specific questions and/or issues you wish to have answered at this Pre-Application Conference:

- 1.

- 2.

- 3.