



# PRELIMINARY APPLICATION MEETING REQUEST

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

## PURPOSE

A Pre-Application meeting provides an opportunity to aid an applicant to prepare a complete project proposal; to inform them of the procedures and requirements of City code; and identify policies and regulations that apply to their proposal. Issues such as applicable site design requirements and options, required permits, and other related matters are discussed at the meeting.

## WHEN REQUIRED

Prior to submitting a formal land use or commercial building permit application.

## SCHEDULING A MEETING

In order to schedule a pre-application meeting, you must:

- complete the attached form
- provide a project narrative and a set of to-scale drawings illustrating your proposal
- pay the required filing fee.

Submit the materials in person. Meetings are scheduled between 2-3 weeks after receipt of a request.

## CITY HALL CONTACT INFO

Permit Center  
4800 South 188<sup>th</sup> Street  
SeaTac, WA, 98188  
Ph: 206.973.4750

## SUBMITTAL MATERIALS REQUIRED

The quality, accuracy and depth of the information provided by you will determine the depth and quality of responses that City staff will be able to provide at the meeting.

**Project Narrative** - 5 copies. Describe the proposed project in detail. Discuss planned use of the site and project timing. Include all proposed improvements. *Indicate any specific questions or areas of concern that you wish City staff to address at the meeting.*

**Site Plan** - 5 copies, minimum 11" x 17" in size, drawn to scale. Include:

- Vicinity map, scale and north arrow;
- Parcel number or street address; parcel size;
- All property lines; easements; adjacent streets; surrounding land uses;
- Existing/proposed access; including width and any driveways within 150 feet of the site;
- Location, dimensions and setbacks of existing and proposed structures; include existing or intended use;
- Parking and loading areas;
- Landscaped areas;
- Show existing public improvements adjacent to the site, including street width and surface material; water and sewer mains;
- Fire hydrants within 600 feet;
- Show a generalized storm drainage plan. Portray natural features such as streams and wetlands, significant slopes.

**Building plans** (for commercial projects) – 5 copies. Indicate building occupancy type; building construction type; number of square feet; number of floors; building elevations (if available); fire suppression system.

## APPLICATION FEE

**The application fee is paid at the time of submitting a complete application.** 50% of this fee will be credited towards any subsequent land use or development permit application made within 12 months.

See Pre-Application Meeting on the fee schedule [CLICK HERE FOR FEE SCHEDULE](#)  
or find the fee schedule at: [www.ci.seatac.wa.us/feeschedule](http://www.ci.seatac.wa.us/feeschedule)

# PRE-APPLICATION MEETING REQUEST

<b>Project Name:</b>	
<b>Property Information:</b> Address: _____ Parcel Number: _____  Proposed Project: _____	
<b>Applicant</b> Address: _____  Email Address: _____  Status (owner, lessee, agent, etc.): _____	<b>Phone Number:</b>  <b>Alt. Phone:</b>
<b>Designated Contact Person</b> Address: _____  Email Address: _____  Status (owner, lessee, agent, etc.): _____	<b>Phone Number:</b>  <b>Alt. Phone:</b>

<b>Specific Questions and Issues You Wish to Have Discussed at the Meeting:</b> _____

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant's SignaturePrinted NameDate