

119 West First Street
 Cle Elum, WA 98922
 Telephone · (509) 674-2262
 Fax · (509) 674-4097
 www.cityofcleelum.com



Stamp & initial

APPLICATION FOR PRE-APPLICATION CONFERENCE

*A pre-application review is an opportunity for a potential applicant to meet with city staff to provide an understanding of the city's development requirements for a specific application or land use. Pursuant to [CEMC 17.150](#) Applications subject to a Type II, III or IV process are **required** to conduct a pre-application conference with staff prior to submitting an application, unless waived in writing by the city planner. See [CEMC 17.150](#) for more information.*

OFFICIAL USE ONLY	
Permit #:	PREAP _____ - _____
Staff Person:	
Fee Total:	
Associated Permits:	

Applicant	
Name:	
Address:	
Address of proposed project:	Parcel #:
Phone Number:	Email:
Owner same as Applicant <input type="checkbox"/>	
Name:	
Address:	
Phone Number:	Email:
Billing Contact same as Applicant <input type="checkbox"/> same as Owner <input type="checkbox"/>	
Name:	
Address:	
Phone Number:	Email:
<p>Invoicing for pre-application conferences will begin once a complete application and the required fee are received. Additional charges may be applied to cover the cost of consultant time spent reviewing materials before the conference and for any follow-up review afterward. By signing this application and requesting a pre-application conference, you agree to pay the hourly rates outlined in the Cle Elum fee schedule. A typical pre-application conference lasts about one hour, though this may vary depending on the complexity of the project. A \$750 fee is due at the time of submitting a complete application. After the conference, you may receive a monthly invoice detailing the work performed by staff and consultants on your behalf, based on the city's fee schedule.</p>	

APPLICATION INFORMATION

A pre-application conference can take place prior to detailed work by an architect or surveyor; however, the site plan submitted should have sufficient information to allow for adequate review. You do not need to have engineered or surveyed plans in order to schedule a meeting. However, we encourage you to have plans properly prepared. The more information you can provide, the better City and other reviewing staff can advise you on the project

Application Criteria ¹	
1.	Written narrative should include zoning of the property(s), description of-uses, types of proposed uses and structures, hours of operation, abutting properties, proposed access, frequency of deliveries, and construction schedule, including any proposed phasing of development.
2.	A scaled site plan drawing should include the following:
a.	North arrow and all property lines and lot dimensions;
b.	Address, parcel number;
c.	Current structural or landscape setbacks;
d.	Location of existing and proposed on-site driveways and access points within one hundred feet of the subject site;
e.	Location and dimension of any on-site and proposed structures;
f.	Location of utilities;
g.	Location of the nearest fire hydrant;
h.	Location of existing structures within one hundred feet of the site;
i.	Locations and dimensions of adjacent public or private roads and right-of-way or easements;
j.	Approximate location of significant natural features including slopes over twenty-five percent, waterbodies, rock outcrops, wetland areas, areas of significant vegetation, the location of trees or groups of trees over six inches in diameter, and the location of any critical areas.
3.	Any other items that are necessary to review the proposed development.
4.	List of any questions you have regarding the project or requirements.
5.	If the applicant is not the legal owner a signed authorization from the legal owner is required. ²
6.	Payment of the fees that are consistent with the City of Cle Elum's fee schedule.

Authorization

The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient for denial of the request. This application gives consent to the City to enter the properties listed above for the purposes of inspecting and verifying information presented in this application. The applicant also agrees to pay all fees outlined in the City's fee schedule for any expenses related to the review.

Applicant Signature:	Date:
Owner Signature:	Date:

1. The application will not be processed and deemed complete unless all required criteria is attached to application on the day of submission. The Planner may choose to waive some of the requirements. If any of the required criteria is provided in another permit please cite that permit.
2. The owner can sign in allotted space provided under the authorization section of the application or send the City Planner a letter.