

## **PRE-DEVELOPMENT CONFERENCE- MINOR:**

A Minor Pre-Development is a voluntary meeting designed to offer owners, developers, and design professionals an opportunity to obtain information about development regulations that will apply to a proposed construction project.

Once submitted, a Permit Technician will process the conference request and route the required submittal information to the Permit Coordinator Supervisor for scheduling. A conference will be scheduled for the next available date. A review period of one to two weeks is required to allow staff time to prepare for the conference. If a meeting date is not arranged at the time of filing, The Permit Coordinator Supervisor will contact the client within the next two business days to arrange a date that is mutually agreed upon. County staff will come to the conference as needed to answer questions and explain their review processes. Staff will present their reviews orally with no written comments. The proponent is, therefore, encouraged to take notes and to submit a confirmation letter afterwards to verify that staff has conveyed information accurately. Staff will provide all appropriate submittal standards and forms relevant for the proposed project. The fee for this service is \$300.00.

## **PRE-DEVELOPMENT CONFERENCE- MAJOR:**

The Pre-Development Conference-Major is a voluntary process designed to define those items of department/division review which, if not addressed at the conceptual stage, are of such significance that continuation of the project might result in substantial technical difficulties during permit processing. It is not within the scope of the predevelopment conference to provide the detailed review that is normally carried out after the application is filed. It is also not the intent of the conference to provide design work relative to the project.

Once submitted, a Permit Technician will process a conference request and route required information to the Permit Coordinator Supervisor for scheduling. A meeting date will be scheduled for the next available date with a waiting period of at least four weeks to allow staff time to review the information submitted. If a meeting date is not arranged at the time of filing, the Permit Coordinator Supervisor will contact the client within the next two business days to orally confirm the conference date. Once the required information is submitted, distribution to all departments and/or divisions is accomplished under a memo of transmittal that defines when responses are due back and the date of the conference. A written confirmation of the meeting date and time is mailed to the proponent as well.

A minimum three weeks are required for staff to review the submitted information. The collective responses will be mailed, or faxed, to the proponent one week prior to the conference date. The conferences are held on Thursday afternoons at the Development Center. The conference time is 2:30 - 4:30 PM. The proponent is encouraged to keep notes of the meeting and to submit a confirmation letter afterwards to verify that staff has conveyed information accurately. The fee for this service is \$1400.00. This fee may be refunded if a building permit is applied for within one year of the meeting date.

For more information about our Pre-Development Conference services please contact Robert Witzl, Permit Coordinator Supervisor, at (253) 798-3297.



# PIERCE COUNTY PLANNING AND LAND SERVICES Pre-filing Request

**Description:**

The Pre-filing meeting is available to applicants for projects requiring Land Use Review. The meeting will include a Land Use Planner and representatives from Development Engineering and Resource Management, as needed. The Pre-filing meeting will provide the applicant with all required application material, an understanding of the hearing or administrative review process, and a list of requirements for application submittal of a land use/plat. Any studies identified as necessary at the Pre-filing meeting shall become a mandatory component of a complete application.

**Submittal Requirements:**

	Number of Copies	Recieved
Description of Proposal (Include additional sheets and supporting documents)	6	
Critical Areas & Resource Lands Checklist (CARLS)	6	
Scaled Conceptual Site Plan Showing Existing & Proposed Uses/Structures	6	
Design Standard Checklist (If located within a Community Plan Area)	6	
Fee	\$300.00	

**Parcel Number(s):** \_\_\_\_\_**Applicant/Agent:** \_\_\_\_\_**Brief Description of Proposal:**


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**Important Notice****A Land Use Planner's signature is required before accepting a Pre-filing Request.****Land Use Planner:** \_\_\_\_\_**Date:** \_\_\_\_\_



# Planning and Land Services Department PRE-DEVELOPMENT CONFERENCE

Submittal Standards	MINOR PREDEVELOPMENT	MAJOR PREDEVELOPMENT	RECEIVED
<p>Note: All required information identified on this submittal standard must be provided for the conference request to be processed. The number indicates the number of copies required.</p>			
<p><b>Cover Letter:</b> A cover letter providing a detailed explanation of the project to include the proposed use, the size of the structure, the type of site improvements planned, the occupancy classification and type of construction, and any permits and reviews already initiated that affect the project.</p>	8	8	
<p><b>CARLS Checklist:</b> Critical Area and Resource Lands information is available at the Pierce County Development Center. You may also request this information by fax at 253-798-3131. Be sure to include the property address, tax parcel number, and a return fax number with your request.</p>	8	8	
<p><b>Tax Parcel Map:</b> A tax parcel map may be obtained at the Pierce County Development Center or the Pierce County Assessor/Treasurers Office.</p>	8	8	
<p><b>Site Plan:</b> The site plan must be drawn to scale no smaller than 1"=100' and include: a North arrow, indicators for all property corners with property dimensions noted, all proposed and existing structures including tanks, fences, etc., adjacent road(s) and approaches identified, identification of adjacent land uses with the current zone. Site plans must be drawn on a minimum sheet size of 11" x 17". Refer to Code 18J.30.040 for the Parkland-Spanaway Community Plan area and 18J.40.040 for the Gig Harbor-Peninsula Community Plan area.</p>	8	8	
<p><b>Design Standard Checklist/Guideline Form:</b> A complete Design Standard Checklist is required for all applications that trigger design review. A design guideline form is required for applications that require a Site Plan Review.</p>	2	2	
<p><b>Vicinity Map:</b> May be included on the site plan.</p>	8	8	
<p><b>Soils Information:</b> Soil conservation service classification.</p>		8	
<p><b>Water Availability data:</b> A completed Certificate of Water Availability form with fire flow information and a water vicinity map from the water purveyor.</p>	8	8	
<p><b>Estimated Traffic Volumes:</b> Average daily trips.</p>		8	
<p><b>Conceptual Floor Plan and Building Elevation Detail:</b> Identify all existing and proposed uses, and include the maximum height of the proposed structures.</p>	8	8	
<b>Fees</b>		<b>\$300</b>	<b>\$1,400</b>