



Community Development Department  
1309 Myrtle Avenue  
Enumclaw, WA 98022  
Phone (360) 825-3593  
Fax (360) 825-7232  
www.cityofenumclaw.net

## Pre-Application Information Sheet

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### Purpose:

To acquaint the City of Enumclaw with a potential application and to acquaint the potential applicant with the requirements of the municipal, fire and building codes, the Comprehensive Plan and other relevant criteria and procedures.

This service is provided by the City for a fee of \$50 (fee exempt for residential). It is not intended to be an exhaustive review of all potential issues. A pre-application review does not bind or preclude the City from enforcing all applicable regulations or from applying regulations differently than what may have been indicated at the meeting or in the response letter.

This process is intended to be informational only, and ***under no circumstances*** would constitute an approval of any proposal.

The pre-application fee will be credited toward a building/planning permit resulting from the pre-application meeting if submitted within 180 days of pre-application submittal. Applicant must show proof of payment for the credit to be applied.

### Procedure:

1. Submit a ***complete*** pre-application request form and submittal requirements checklist, including detailed plans, a written statement including a list of questions and the \$50 pre-application fee (fee exempt for residential).
2. Pre-application meetings will be held on Wednesdays at 1:00 pm or 2:30 pm. Submittals for the meeting must be into the office one week prior to the scheduled meeting. A meeting will be scheduled at the counter between the pre-application committee and the applicant as schedules allow.
3. At the pre-application meeting staff will review the proposal with the applicant and provide comments. In addition to providing comments and materials at the meeting, staff will mail the applicant written feedback and any other necessary documents or materials. In most cases this will occur within 21 days of the meeting date.

### Some key things to remember:

The more detailed the information you submit for review, the more information staff can provide to you.

The property you are investigating may have private obligations, such as covenants, conditions and restrictions, to which the City is not a party and does not consider in its review.

The pre-application review process 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 as per prescribed procedures of the City Code.

Projects will have “vested” rights for development to current codes only upon having submitted a complete building permit or subdivision application, or following land use approval.

***Please be advised that a pre-application request lacking the required information will not be accepted.***



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## Pre-Application Request Form

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***APPLICANT:***  *Check box if Primary Contact*  
 COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 (CITY, STATE, ZIP) \_\_\_\_\_  
 PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
 CONTACT: \_\_\_\_\_

***APPLICANT'S REPRESENTATIVE:***  *Check box if Primary Contact*  
 COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 (CITY, STATE, ZIP) \_\_\_\_\_  
 PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
 CONTACT: \_\_\_\_\_

***PROPERTY OWNER(S):***  *Check box if Primary Contact*  
 COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 (CITY, STATE, ZIP) \_\_\_\_\_  
 PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
 CONTACT: \_\_\_\_\_

***SIGNATURE OF PROPERTY OWNER:*** \_\_\_\_\_

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### PROPERTY INFORMATION (REQUIRED)

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SITE ADDRESS: \_\_\_\_\_

APN NUMBER: \_\_\_\_\_

EXISTING USE OF SITE: \_\_\_\_\_

<b><i>STAFF USE ONLY</i></b>	
Pre-Application Meeting Date and Time: _____	
Date Submitted: _____	Pre-App #: _____
Amount Paid: _____	Receipt #: _____



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## PRE-APPLICATION SUBMITTAL CHECKLIST

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### PRE-APPLICATION SUBMITTAL REQUIREMENTS

- A. APPLICATION FORM.** Provide **one (1) completed** application form with \$50 fee (fee exempt for residential).
- B. PLANS AND GRAPHICS REQUIREMENTS CHECKLIST.** Provide **one (1) completed** copy of this two (2) page checklist.
- C. WRITTEN STATEMENT.** Provide **one (1) detailed** narrative description of the proposed project including, but not limited to; the changes to the existing site, structure, landscaping, parking, land use and questions you may have for city staff.

### PLANS & GRAPHICS REQUIREMENTS

All plans, except architectural elevations, shall be to **engineering scale**. Architectural elevations may be drawn to an architectural scale.

- 1. PROPOSAL PLANS:**
  - A. Submit **one (1)** set of plans with sheets the size of **22" x 34"**.
  - B. Submit **one (1)** set of plans with sheets the size of **11" x 17"**.

***Please be sure that your plans include as much of the following information as possible.***

- 2. GENERAL INFORMATION:**
  - A. Proposed name of project (e.g., subdivision or business).
  - B. Vicinity map covering ¼ mile radius from the development site.
  - C. Area of the site (acres and square feet).
  - D. Scale and North arrow.

- 3. EXISTING LAND CONDITIONS:**
  - A. Existing topographical information, showing contours of 5 ft. or less.
  - B. Location of existing public and private utilities, and easements.
  - C. Location of on-site wetlands, upland wooded areas, riparian areas, rock out-croppings, and streams.
  
- 4. LAND USE AND TRANSPORTATION:**
  - A. Layout of existing parcels.
  - B. Configuration and dimensions of all proposed lots and tracts, including proposed park, open space, and drainage tracts or easements.
  - C. Location and dimensions of existing and proposed buildings, structures, off-street parking, internal circulation, and off-street loading.
  - D. Name and location of existing and proposed roadways and roadway easements (private and public) and surface material of these roads (e.g., gravel, asphalt or concrete pavement, etc.).
  - E. Location of existing and proposed on-site driveways, and existing off-site driveways across the street.
  - F. Location and width of existing and proposed bicycle facilities within 100 feet of the site.
  - G. Location and width of existing and proposed easement for access, drainage, etc.
  - H. Location and width of proposed on-site public and private streets.
  - I. Location and width of existing and proposed off-site right-of-ways and roadways that will provide access to the site.
  - J. Location and species of proposed trees and other landscaping to be planted at the site.