



Community Development Department
1309 Myrtle Avenue
Enumclaw, WA 98022
Phone (360) 825-3593
permits@ci.enumclaw.wa.us

Pre-Application Information Sheet

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 \$200.00 for in-person appointments or virtual (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.

There are no refunds for preapplication meetings.

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 pre-application fee. If this is a residential project that is not a subdivision or short plat the fee is exempt.
2. Pre-application meetings will be held on Wednesdays at 1:00 pm or 2:30 pm and are scheduled on a first come first serve basis. Submittals for the meeting must be into the office at least one week prior to the scheduled meeting. This schedule is subject to periodic changes depending on staff availability.
3. At the pre-application meeting staff will review the proposal with the applicant and provide comments.
4. Due to limited space, the applicant is limited to (4) people to attend the meeting, however, we have the ability to have more attendees attend virtually using TEAMS.

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.



Pre-Application Submittal Checklist

Check all that apply

PLEASE RETURN TO:

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 Enumclaw, WA 98022
 Phone: (360) 825-3593
 Email:
 permits@ci.enumclaw.wa.us

Date Received

<input type="checkbox"/>	<p>DIGITAL COPIES OF WRITTEN MATERIALS AND PLANS & GRAPHICS. Provide electronic files of all submitted written materials and plans and graphics for use by the City of Enumclaw during the review process. All documents shall be submitted in <i>unsecured</i> PDF format and no larger than 25 MB.</p> <p>Email submittal to permits@ci.enumclaw.wa.us. If total file size is more than 25 MBs then email <i>only</i> the application form to permits@ci.enumclaw.wa.us, you will then be contacted with a link to upload all of the documents to ShareFile.</p>
<input type="checkbox"/>	<p>APPLICATION FORM. Provide a completed Pre-Application Request form.</p>
<input type="checkbox"/>	<p>NARRATIVE. Provide a detailed description of the proposed project or proposal including, but not limited to: changes to the site, structure, landscaping, parking, and proposed use.</p>
<input type="checkbox"/>	<p>PROPOSED CONCEPTUAL SITE PLAN. Applicants should provide as much information and detail as possible. Below is a list of recommended items to be shown on the Proposed Conceptual Site Plan.</p>
	<input type="checkbox"/> Boundaries and dimensions of the property
	<input type="checkbox"/> Adjacent private and public streets and access points into the site
	<input type="checkbox"/> Existing easements (may be obtained from King Co. Recorder's Office or Pierce Co. Auditor)
	<input type="checkbox"/> Location of all buildings, including setbacks
	<input type="checkbox"/> Location and layout of off-street parking
	<input type="checkbox"/> Height of structures
	<input type="checkbox"/> Location of refuse storage locations
	<input type="checkbox"/> Location of storm water quality/detention and LID facilities
	<input type="checkbox"/> Location of critical areas (e.g. wetlands, steep slopes, etc.), significant trees, and septic facilities
<input type="checkbox"/>	<p>PROPOSED ARCHITECTURAL ELEVATIONS (if applicable and available). Building height, direction each elevation will face, material elements (if known) and other features.</p>



**CITY OF
Enumclaw**

Pre-Application Request Form

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SITE ADDRESS	PARCEL NO. (REQUIRED)
PROJECT NAME	TYPE OF MEETING REQUESTED: <input type="checkbox"/> VIRTUAL <input type="checkbox"/> IN-PERSON
BRIEF DESCRIPTION OF PROPOSAL	

APPLICANT NAME/AUTHORIZED AGENT <i>(person applying-attending meeting)</i>	PHONE
EMAIL	CELL
ADDRESS CITY, ST, ZIP	
PROPERTY OWNER	PHONE
ADDRESS CITY, ST, ZIP	CELL
EMAIL	
ENGINEER or ARCHITECT	PHONE
ADDRESS CITY, ST, ZIP	CELL
EMAIL	

Specific questions and issues you wish to have discussed at the meeting. <i>(Attached separate sheet if necessary)</i>	
1	
2	
3	
4	
5	

Instructions for Virtual Meetings

The City of Enumclaw uses Microsoft Teams for remote meetings.

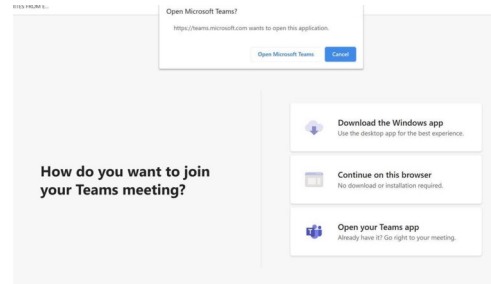
Below is an outline for accepting and participating in a remote meeting:

- City staff will send you a meeting invitation. Accept the invitation so that the meeting shows as an appointment on your calendar.

How to Participate

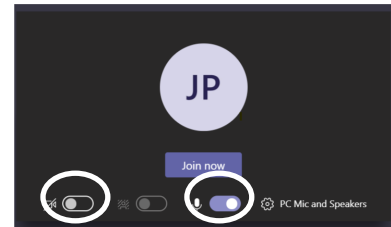
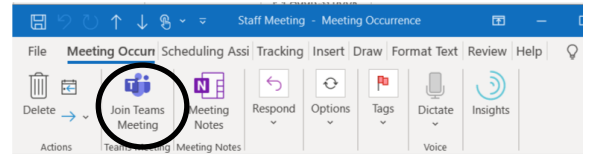
If Microsoft Teams is not installed

- Go to the calendar appointment.
- Select “Join Microsoft Teams Meeting.” When the dialog screen opens, select Download the Windows app or Continue on this browser.
- A screen with “Join Now” button appears, Click “Join Now” button.



If Microsoft Teams is installed

- Go to the calendar appointment.
- Click on “Join Teams Meeting” icon or click the [Join Microsoft Teams Meeting](#) hyperlink in the calendar appointment body. Click “Open your Teams app” then click “Open Microsoft Teams” button in dialog box.
- A screen with “Join now” button appears. Audio (microphone) is on by default. Camera is off by default. Click the “Turn camera on” slide button to turn on video. Click “Mute microphone” slide button to turn off microphone (you will need to click the slide button to “Unmute microphone” to speak during the meeting).
- Click “Join now” button.



Join Meeting By Phone Only and/or Use Telephone for Audio *(if your computer does not have a microphone)*

- Open calendar appointment
- Click on the telephone number hyperlink in the calendar appointment body, then follow the instructions to join the meeting by telephone.

[Join Microsoft Teams Meeting](#)

+1 253-666-8667 United States, Tacoma (Toll)

Conference ID: 639 688 288#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

Tips for Virtual Meetings:

- Find a quiet place to participate. Microphones pick up significant amount of background noise.
- If joining a meeting before the scheduled time, you may be in the virtual “lobby” until the meeting host allows you to join.
- If preferred, switch off the camera (video) after introductions. Some City staff can only join in audio mode only. Weak Internet connections may also disrupt video display. Staff may ask you to turn off your camera if disruption occurs. Staff may do the same if City network connection falters.
- When not speaking, switch off the audio (Mute microphone); this helps reduce echoing.
- If the meeting facilitator’s connection fails, one of the other reviewers will briefly take over meeting control. Please be patient if this happens.