



City of Leavenworth
DEPARTMENT OF DEVELOPMENT SERVICES

PRE-APPLICATION MEETING INFORMATION AND REQUEST

A pre-application meeting is an opportunity for a developer and/or their representatives (and any additional advisors the applicant may wish to have present, such as his/her realtor, surveyor, or architect) to meet with staff of the City of Leavenworth and other local, state, or federal agencies and utility providers to discuss preliminary studies or sketches of a proposed development project. The purpose of the meeting is to provide the best available information regarding the development proposal, including application processing requirements, development standards, permits, and fees involved with the project¹. Another purpose is to identify any potential issues which may be encountered in the proposal and to discuss them before an official application is made. A pre-application meeting also allows time to answer any questions you may have and to discuss the recommendations you can expect from each reviewing department. The intent is to identify as many development issues as possible in order for your project to be processed with as little delay as possible once an application is made.

Completion of a Pre-application Meeting Handout does not constitute a formal application and does not create a vested right. If the proposed project is not allowed within the Leavenworth Municipal Code a pre-application meeting will not be held.

Please see the back of this form for more information.

Applicant:

Last Name: _____ First Name: _____ M.I. _____

Business Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Representative: _____

Phone: _____ Email: _____

Physical Address or location of Proposed Project: _____

Assessors' Tax Parcel Number of Property: _____

Subdivision: _____ Block: _____ Lot: _____

Proposed Project/Use: _____

Do you prefer to receive applicable regulations and codes as (check one): Paper Copy Electronic Link Information

Indicate preferences for the meeting date and time: _____

Indicate the number of persons to attend the meeting: _____

Along with this application, submit 10 copies of each of the following:

- Written narrative explaining project/proposal
- Scaled site plan drawing
- Elevations and floor plans (as available)
- Vicinity map
- List of any questions you have regarding your project or requirements

¹ Please be aware that information provided during meetings is the most current available at the time, and that laws may change or additional information may be made available following your pre-application meeting which may effect your project.

PRE-APPLICATION MEETING INFORMATION

ARE ENGINEERED PLANS REQUIRED?

A pre-application meeting *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 staff review. So...no, 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 for review, the better City and other reviewing staff can advise you on the project. Additional pre-application meetings may be required by the City as more detailed information becomes available or as project changes are made. The more detailed your proposal, the less likely that further meetings will be needed.

DOES THE PRE-APPLICATION MEETING AUTOMATICALLY BEGIN THE FORMAL PERMIT PROCESS?

No. The meeting is intended as a tool for the applicant. The actual permit application must be submitted as a separate step in the permit process. Completion of a Pre-application Meeting Handout or attending a Pre-Application Meeting does not constitute a formal application and does not create a vested right.

HOW TO SCHEDULE A PRE-APPLICATION MEETING

1. As soon as your proposal is fairly well set, prepare a site plan (to scale) of your proposal, a vicinity map showing where your property lies in relation to nearby roads and properties, and a written narrative detailing your proposal.
2. Complete the Pre-Application Meeting Request Form, and submit it to the City.
3. The Department of Development Services will work with you to schedule the meeting at a date and time that is convenient for you, and when staff is available. Typically City staff and staff from outside agencies with jurisdiction over the project (such as the fire department) meet prior to meeting with you. It generally takes two to three weeks after submitting your application before a meeting can be held with you. City staff will apprise you of dates, fees, etc associated with your meeting. The average meeting lasts one to three hours.

WHAT INFORMATION IS NEEDED?

On your scaled site plan, include the following, at a minimum:

- North arrow
- Property lines and lot dimensions
- All structures to be retained and which are proposed on site (include floor plans if available)
- Lot access (ingress and egress) and parking layout
- Square footage and dimensions of building(s)
- Exterior lighting layout
- Building setbacks
- Abutting roadways/alleys (including right-of-way widths and surfacing improvements)
- Fire hydrant locations and type of fire protection
- Storm runoff and drainage
- Proposed utilities and locations of proposed garbage collection, mailboxes or other relevant features
- Surface characteristics of finished lot (pervious or impervious)
- Critical area locations (wetlands, steep slopes, etc.)

Also include exact type of construction, the use or uses proposed, building height, number of stories, and a vicinity map.

PRE-APPLICATION MEETING FEES

The City of Leavenworth may charge a fee to cover staff time and materials for each pre-application meeting. Applicants may also request a courtesy review meeting in addition to the pre-application meeting (the City will not produce notes or provide materials or determinations for such meeting). Many proposals can be covered with one meeting however, large proposals, proposals which are in the very preliminary stages, and proposals with many changes may require more than one meeting. City staff will determine the pre-application meeting fee based on the City Fee Schedule and inform you of the cost which must be paid prior to the meeting date.

Please contact the Department of Development Services with any questions: 509-548-5275