



City of Leavenworth

700 Highway 2 / Post Office Box 287
Leavenworth, Washington 98826
(509) 548-5275 / Fax: (509) 548-6429
Web: www.cityofleavenworth.com

Pre-Application Request

Please print with blue or black ink or use auto-fill to complete.

Site Information

Project Address: _____ Parcel Number: _____
Application Date: _____ Project Description: _____

Applicant/Owner (owner or person authorized by the owner to make application and sign)

Last Name: _____ First Name: _____
Business Name: (if applicable) _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

Property Owner (if different from the applicant)

Last Name: _____ First Name: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

Required Materials

- Written narrative explaining project/proposal
 - ❖ Include the exact type of construction (when known), the use or uses proposed, building height and number of stories.
- List of any questions you have regarding the project or requirements
- Scaled site plan drawing
 - ❖ 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.
 - ❖ The minimum requirements of a site plan include:
 - North arrow and all 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)
 - 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.)
- Elevation and floor plans, as applicable

Scheduling a Meeting

The Development Services Department will review all requests for adequate information before scheduling a meeting. Meetings are generally on Thursdays and may require several weeks to schedule to ensure the best attendance from various departments and agencies. You are encouraged to provide your preferred three Thursdays to meet on or an alternative day request. *A pre-application 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 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 affect your project.*