



***Pre-application Meeting Request Form  
Per Chelan County Code 14***

Chelan County Department of Community Development  
316 Washington St, Suite 301 • Wenatchee • WA 98801  
509-667-6225 • Fax 509-667-6475

***Purpose:***

A Pre-Application Meeting is mandatory for all subdivisions (short and major). The purpose of the Pre-Application Meeting varies from assisting in preparation of the application (i.e. identification of any additional regulatory process) to providing opportunity to "test" development options before investing in creation of detailed plans and engineering.

***Scheduling Process:***

To schedule a land use pre-application meeting, complete and return the following components:

1. Complete the Land Use Pre-Application Meeting Request Form that identifies:
  - a. Applicant's name, address and telephone number
  - b. Project description and type of application(s) requested
  - c. Address of project and parcel number(s)
  - d. Issues for discussion at the meeting
  - e. Identification of participants from the applicant's team
2. Provide two (2) sets of a **Project Narrative and Conceptual Site Plan** as outlined in the following, or an electronic copy if available. Additionally, submit any other information that may assist in identifying critical areas of concern such as a completed environmental checklist, technical reports and any other related project documentation that may assist the Chelan County staff and referral agencies in conducting a thorough review of the proposal.

***Fees:*** The fee for the Pre-Application is collected at the time of the meeting. Please call the Department for the fees. **In addition, Chelan-Douglas Health District has separate fees for pre-application research. Please contact CDHD at (509) 886-6450 for those fees.**

\*Pre-Application Meeting requests may be filed in-person, mailed, or e-mailed, provided the request is complete and all the required submittal materials are received, at:

**Chelan County Community Development Department  
Attention: Land Use Pre-Application Center  
316 Washington Street, Suite #301  
Wenatchee, Washington 98801**

Upon receipt of a complete request (as outlined above), a Pre-Application Meeting will be scheduled no sooner than **fifteen (15) business days** and on the first available Thursday. The applicant will be contacted regarding the date and time for the meeting. Meetings will be held at the Chelan County Community Development Department.

## LAND USE PRE-APPLICATION MEETING REQUEST FORM

Date: \_\_\_\_\_

Applicant Name/Company: \_\_\_\_\_

E-mail Address (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

Project Description: \_\_\_\_\_

Type of Sewage Disposal: \_\_\_\_\_

Domestic Water Supply: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

Project Address or Location: \_\_\_\_\_

Check the box(es) and circle the specific issues pertaining wish to discuss:

- Land Use Issues: Subdivision / CUP/ Reasonable Use / Variance /
- Site Issues: Zoning / Setbacks / Density / Site Layout / Landscaping
- Site Issues: Traffic / Road Access / Road Improvements /Traffic Impact Study
- Site Issues: Drainage / Site Development / Erosion and Sedimentation Control
- Shoreline: Substantial Development Permit/Permitted Uses/Shoreline Setbacks
- SEPA Issues: SEPA Checklist / Off-Site Improvements / Mitigation
- Wetland/Streams: Buffers / Building Setbacks / Flood Plains / Mitigation
- Geotechnical: Steep Slopes / Landslide / Seismic / Mining / Erosion
- Building Issues: Building / Mechanical / Plumbing / Electrical
- Fire Issues: IFC / Fire flow / Access / Sprinklers / Alarms / Hazardous Materials
- Health Issues: Sewer / Septic / Water / Groundwater / Noise Impacts
- Infrastructure: Electrical / Reclamation District
- Other (specify): \_\_\_\_\_

Please indicate the number & types of participants that will be attending:

	Attending		Attending		Attending
Applicant	<input type="checkbox"/>	Architect	<input type="checkbox"/>	Wetlands Consultant	<input type="checkbox"/>
Developer	<input type="checkbox"/>	Structural Engineer	<input type="checkbox"/>	Geotechnical Consultant	<input type="checkbox"/>
Realtor	<input type="checkbox"/>	Civil Engineer	<input type="checkbox"/>	Legal Consultant	<input type="checkbox"/>
Owner	<input type="checkbox"/>	Surveyor	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>

Total number of representative attending the Pre-Application Meeting: \_\_\_\_\_

## **PROJECT NARRATIVE AND CONCEPTUAL SITE PLAN CHECKLIST FOR PRE-APPLICATION MEETINGS**

The following items must be submitted with the Land Use Pre-Application Meeting Request

### **1) Project Description:**

- i. Major Subdivision Plats:** Include proposed lot yield targets; housing type objectives (town homes, patio homes, duplexes, zero-lot line, etc.); a description of the architectural theme; community amenities with identification of potential users; description regarding the relationship of proposed open space areas to proposed parcels and buildings and their connectivity to adjacent existing and proposed open space areas or multi-modal facilities; and proposed treatment for washes, retention areas and/or utility corridors. Identify any important natural features and list of all service providers such as irrigation districts, water provider, sewer providers, etc. Identify key issues or specify questions about the proposed project.
- ii. Rural Short Plat:** Include information regarding an overall description of what is being proposed, project size, total acreage and proposed acreage for each lot, existing and proposed land use of all proposed parcels; existing and proposed zoning of all proposed parcels; location of county road access/connection; identification of all roadways providing access to proposed site and their designation as either public or private; identification of any existing structures (i.e. buildings, bridges, drainage structures, etc.); identification of any important natural features and list of all service providers and list of all service providers such as irrigation districts, water provider, sewer providers, etc. Identify key issues or specify questions about the proposed project.
- iii. Urban Short Plat: (Within Urban Growth Area – UGA)** Provide a written description of the project, project location and identification of the Urban Growth Area jurisdiction. Identify total acreage of site and proposed acreage for each lot, existing and proposed land use of all proposed parcels; existing and proposed zoning of all proposed parcels; location of county road access/connection; identification of all roadways providing access to proposed site and their designation as either public or private; identification of any existing structures (i.e. buildings, bridges, drainage structures, etc.); identification of any important natural features and list of all service providers such as irrigation districts, water provider, sewer providers, etc. Identify non-vehicular pathways to existing or proposed open spaces, parks, etc. Identify key issues or specify questions about the proposed project.
- iv. Other Land Use Applications:** Provide a written description of the overall project, project location, general area (i.e. Chelan, Manson, Malaga) and whether the project is within an Urban Growth Area. Include information regarding project size; proposed acreage of all proposed lots; existing and proposed land use of all proposed parcels; existing and proposed zoning of all proposed parcels; location of county road access/connection; identification of all roadways providing access to proposed site and indicate whether each road is public or private; and list of all service providers such as irrigation districts, water provider, sewer providers, etc. and utility needs to service site. Describe proposed uses and typical locations of any common recreation, pedestrian, service open space areas including plazas, patios, decorative courtyards, and other areas reserved for pedestrian use, water features, and/or public art. Identify key issues or specify questions about the proposed project.

2) **Site Description:**

- i. Existing physical features, including but not limited to soils, drainage, topography, wetlands, streams, flood areas, and rock outcroppings;
- ii. Location of all major features such as railroads, drainage canals, shorelines and areas of a critical nature (i.e. floodplains, geologically hazardous areas, aquifer recharge areas, fish and wildlife habitat conservation areas, and wetlands), or other natural features;
- iii. Describe surrounding land uses, school district and nearest school(s), park(s) and other recreational facilities and their proximity to the proposed site;
- iv. Describe adjacent rights-of-way, type of roadway classification(s), public or private designation, bus stop location (school or link);
- v. Airport or other noise boundaries;
- vi. Any other information deemed critical for site analysis; and vii. Identify key site issues or specify questions regarding site analysis.

3) **Conceptual Site Plan:**

On the Conceptual Site Plan, identify the following items:

- |   |   |
|---|---|
| <input type="checkbox"/> North arrow on each sheet  | <input type="checkbox"/> Conceptual drainage proposal showing collection, detention and discharge areas |
| <input type="checkbox"/> Scale  | <input type="checkbox"/> Proposed drainage and open space tracts  |
| <input type="checkbox"/> Existing parcels assembled   | Existing buildings and structures (including bridges and drainage structures)                           |
| <input type="checkbox"/> Vicinity Map   | <input type="checkbox"/> Existing elevation contours of best available information                      |
| <input type="checkbox"/> Existing septic systems(s) and/or wells  | <input type="checkbox"/> Streams <u>known</u> in and within 200' of proposed site                       |
| <input type="checkbox"/> Existing and proposed utility infrastructure   | <input type="checkbox"/> Wetland <u>known</u> in and within 200' of proposed site                       |
| <input type="checkbox"/> Proposed lot layout  | <input type="checkbox"/> Flood Hazard Areas   |
| <input type="checkbox"/> Proposed lot sizes   | <input type="checkbox"/> In or adjacent to designated agriculture, forest or mineral lands              |
| <input type="checkbox"/> Utility line locations and size  | <input type="checkbox"/> Any other critical areas   |
| <input type="checkbox"/> Identification of and proposed connection to existing county road system   |   |
| <input type="checkbox"/> Proposed internal road circulation plan with road classification and right-of-way dimensions                                       |   |
| <input type="checkbox"/> General dimensions and locations of rights-of-ways, easements, pedestrian trails, bus stops or other public/private reserved areas |   |