CHELAN COUNTY
DEPARTMENT OF COMMUNITY DEVELOPMENT
316 WASHINGTON STREET, SUITE 301, WENATCHEE, WA 98801
TELEPHONE: (509) 667-6225

PRE-APPLICATION MEETING REQUEST

A pre-application meeting will be arranged at the request of an applicant to review a conceptual plan for any development proposal. The pre-application meeting affords the applicant the opportunity to discuss any proposed project with Chelan County staff to help identify potential requirements and concerns up front and share information. As needed, a representative from the Chelan County Planning, Engineering, Building, and Fire Safety departments will be in attendance. Other agencies that may be of assistance in the review of the project are invited to attend

This request form must be submitted to the Chelan County Department of Community Development by noon on Wednesday and permit center staff will work with you to schedule a pre-application meeting, typically on Thursdays within the next 15 days.

Please send completed requests to: cd.plan.applications@co.chelan.wa.us

Applicant/Contact Name: _____ Phone: _____

E-mail: _____ Mailing Address: _____

No. of Attendees: _____

Names of Attendees and Relationship to Application/Site:

_____

Site Address: _____

Parcel No(s): _____ Site Size: _____

Describe proposed project: (attached additional sheets, if necessary)

_____

Required: A site plan drawn to a standard engineering scale showing existing and proposed improvements including, but not limited to: adjacent streets and alleys, structures (and retaining walls), landscaping, parking areas, site access, drainage, utilities, fire hydrants, etc. is required to submit with request. Please do not include any imagery overlay layers on the site plan.

FOR OFFICE USE ONLY:

Dated received: _____ Staff: _____ File No: _____