



PRE-APPLICATION CONFERENCE SUBMITTAL CHECKLIST

NOTE: Any information given by the city/agency review representatives at the Pre-Application meeting is considered preliminary. The information is not binding, does not vest the project or proposal and does not represent a complete review of your project. In-depth reviews are provided once your project application has been submitted and deemed complete.

Be advised that the applicant, not the city, is ultimately responsible for correctly interpreting and applying city development standards. The city makes no assurances as to the accuracy of any information provided at the pre-application meetings or in any other communications to applicants, and assumes no liability if an applicant relies upon inaccurate information to its detriment.

PURPOSE: Pre-application conferences provide a forum for city staff and prospective applicants to discuss development proposals after a preliminary review by the city and prior to a formal application pursuant to LSMC 14.16A.220(d). Pre-application conferences are highly recommended for Type II and above applications. To expedite development review, staff may invite affected jurisdictions, agencies and/or special use districts to the meeting. A written summary of the applicable city and outside agency requirements will be provided to the application before the meeting.

PROCESS: After pre-application materials are submitted, the meeting is scheduled typically 3-4 weeks from pre-application to provide staff and outside agencies time to review and compile comments on the development application. The more information provided for the pre-application meeting, the more detailed information city staff and reviewing agencies can provide in the comment review letter. Applicants should provide the following items when applying for a pre-application meeting:

MINIMUM SUBMITTAL REQUIREMENTS:

1. Completed Online Type I and II application
2. Project narrative
 - a. Briefly describe the project, any site irregularities and the proposed land use
 - b. List specific questions of city staff related to your request
3. Site plan that shows:
 - a. Project boundaries
 - b. Existing and proposed building location(s)
 - c. Proposed or existing access locations
 - d. Setbacks if known
 - e. Any known critical areas such as wetlands, streams and steep slopes (if applicable) as defined in Chapter 14.88 LSMC
4. If constructing a new building or remodeling an existing building provide the following information:
 - a. Total area of each proposed structure(s), including the area of each floor and an area breakdown by occupancy (if applicable).

- b. Type of construction, including proposed building materials and treatment of exterior surfaces on all proposed structures.
- c. Total number of dwelling units and description of housing type for each proposed unit.
- 5. Other
 - a. Any technical reports that you may have completed already such as a critical areas report, stormwater report, etc.
 - b. Additional pertinent information based on the site conditions and proposal
- 6. List of questions for city staff/agencies.
- 7. Payment of fee (to be invoiced after city receives application materials). See fee section below.

HOW TO APPLY:

Apply for your pre-application review online through the Citizens Connect at the following link: [Permit Center | Lake Stevens, WA - Official Website \(lakestevenswa.gov\)](https://lakestevenswa.gov/Permit-Center). New customers will need to create an account.



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FEES: There is a fee for this meeting which is currently \$840.00; check with staff or the [City's website](#) for fees at the time of application. Payment is available through Citizens Connect also (online). The fee is credited toward your next application fee over \$1,000 upon submittal of said application, if received within 12 months from date of pre-application conference.

PLEASE NOTE: The city of Lake Stevens may contract with outside agencies for some reviews. If outside reviews are required for your project, additional fees will be assessed for the third-party review and will be charged directly to the applicant.

Acknowledgements:

I acknowledge that the focus of the pre-application review and any subsequent meetings or discussions, prior to formal written approval of the proposed work, is general in nature, is for informational purposes only, and shall not be interpreted as a binding commitment by the City of Lake Stevens or the applicant.

You may not begin any activity based on this pre-application review until the city issues a final decision and/or permit following the review of the formal application, including the resolution of any appeal. If your permit is approved, conditions or restrictions may be placed on it. You may also need approvals from other agencies; please check with affected agencies before beginning any activity.

I DECLARE UNDER PENALTY OF PERJURY THAT THE INFORMATION I HAVE PROVIDED ON THIS

APPLICATION IS TRUE, CORRECT AND COMPLETE.

Signature of Applicant

Date of Application

Printed Name of Applicant

If you have questions or would like to know the review status of the pre-application conference, please call the Permit Center at (425) 622-9400 or send an email to Permits@lakestevenswa.gov