

*City of Cle Elum*  
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Cle Elum, WA 98922



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## APPLICATION FOR PRE –APPLICATION REVIEW

A pre-application review is an opportunity for a potential applicant to meet with city staff to provide an understanding of the city’s development requirements for a specific application or land use. Pursuant to CEMC 17.100.050 *Applications subject to a Type II, III or IV process are **required** to conduct a pre-application meeting with staff prior to submitting an application, unless waived in writing by the city planner.*

Pre-application conferences are billed on an hourly basis, dependent on the staff necessary to attend. By signing this application and requesting a pre-application conference you agree to pay the hourly rates as established in the Cle Elum fee schedule for each employee. A typical 1-hour pre-application conference usually costs around \$500.00, but can vary depending on project complexity. **NO FEE IS DUE UP FRONT, YOU WILL RECEIVE AN DETAILED INVOICE WITHIN 10-DAYS OF THE PRE APPLICATION CONFERENCE BEING HELD. ALL PAYMENTS ARE DUE WITHIN 30-DAYS OF INVOICING.**

The quality of the pre-application conference is dependent upon the quality and completeness of information you provide to us. The following information is required at time of pre-application submittal.

- a. Written narrative description of-uses, types of structures proposed, hours of operation, abutting properties, proposed access, frequency of deliveries, and construction schedule, including any proposed phasing of development.
- b. Five copies of an existing conditions plan drawn to a minimum scale of one inch equals two hundred feet on a sheet no larger than twenty-four inches by thirty-six inches and including one reduced size copy no larger than legal size. The existing conditions plan shall contain the following features; the subject property boundaries, dimensions and size, current structural or landscape setbacks, location of existing on-site driveways and access points within one hundred feet of the subject site, location and dimension of any on-site structures, location of utilities, location of the nearest fire hydrant, location of existing structures within one hundred feet of the site, locations and dimensions of adjacent public or private roads and right-of-way or easements, approximate location of significant natural features including slopes over twenty-five percent, waterbodies, rock outcrops, wetland areas, areas of significant vegetation, the location of trees or groups of trees over six inches in diameter, and the location of any critical areas.
- c. Five copies of a site plan drawn to a minimum scale of one inch equals two hundred feet on a sheet no larger than twenty-four inches by thirty-six inches and including one reduced size copy no larger than legal size. The site plan shall contain the following information: the subject property boundaries, dimensions and size, location, dimensions and height of all proposed structures, location of building accesses, proposed setbacks, proposed phasing, proposed landscaping, location and dimensions of vehicle and pedestrian access points and circulation

routes, the location of all proposed on-site parking including provisions for handicap parking, any easements, the location of any proposed lights, and any other proposed site improvements.

- d. Five copies of proposed architectural elevations.
- e. Preliminary grading, erosion control and stormwater plan.
- f. Preliminary utility plan.
- g. Any other items that are necessary to review the proposed development.
- h. Project Name:

i. Applicant Name(s):

J. Assessors Serial No.(s) of Subject Property

**AUTHORIZATION:**

**The undersigned hereby certifies, under penalty of perjury, that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. Furthermore, false statements, errors, and/or omissions may be sufficient for denial of request. The applicant further agrees to reimburse the city for all expenses associated with reviewing the application. This application gives consent to the City to enter the properties listed above for the purposes of inspecting and verifying information presented in this application.**

By: \_\_\_\_\_

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