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 Cle Elum, WA 98922  
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Stamp & initial
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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. See [CEMC 17.100.050](#) for more information.*

OFFICIAL USE ONLY	
<b>Permit #:</b>	PREAP-20____ - ____
<b>Staff Person:</b>	
<b>Fee Total:</b>	
<b>Associated Permits:</b>	

Applicant	
Name:	
Address:	
Phone Number:	Email:
<b>Owner</b> same as Applicant <input type="checkbox"/>	
Name:	
Address:	
Phone Number:	Email:
<b>Billing Contact</b> same as Applicant <input type="checkbox"/> same as Owner <input type="checkbox"/>	
Name:	
Address:	
Phone Number:	Email:
<p>Pre-application review invoicing starts once a complete application is received. This may include staff and consultant time to review the materials to best prepare for the pre-application review meeting. Pre-application review meetings are billed dependent on the staff necessary to attend. By signing this application and requesting a pre-application review you agree to pay the hourly rates as established in the Cle Elum fee schedule for each employee. A typical pre-application review meeting takes approximately 1-hour, but can vary depending on project complexity. <b>NO FEE IS DUE UP FRONT.</b> You will receive a detailed invoice within 10-days of the pre application conference being held. <b>ALL PAYMENTS ARE DUE WITHIN 30-DAYS OF INVOICING.</b></p>	

## APPLICATION INFORMATION

*We understand that you may not have all of the following information, but please include as many of the requested criteria as possible. Your pre-application review will be based upon the information you provide.*

<b>Application Criteria<sup>1</sup></b>	
1.	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.
2.	Two hard copies and one electronic copy (PDF) 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;
a.	The subject property boundaries;
b.	Dimensions and size;
c.	Current structural or landscape setbacks;
d.	Location of existing on-site driveways and access points within one hundred feet of the subject site;
e.	Location and dimension of any on-site structures;
f.	Location of utilities;
g.	Location of the nearest fire hydrant;
h.	Location of existing structures within one hundred feet of the site;
i.	Locations and dimensions of adjacent public or private roads and right-of-way or easements;
j.	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.
3.	Two hard copies and one electronic copy (PDF) 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:
a.	The subject property boundaries;
b.	Dimensions and size;
c.	Location;
d.	Dimensions and height of all proposed structures;

	e.	Location of building accesses;
	f.	Proposed setbacks;
	g.	Proposed phasing;
	h.	Proposed landscaping;
	i.	Location and dimensions of vehicle and pedestrian access points and circulation routes;
	j.	The location of all proposed on-site parking including provisions for handicap parking;
	k.	Any easements;
	l.	The location of any proposed lights, and any other proposed site improvements.
4.		Two hard copies and one electronic copy (PDF) of proposed architectural elevations.
5.		Preliminary grading, erosion control and stormwater plan.
6.		Preliminary utility plan.
7.		Any other items that are necessary to review the proposed development.
8.		If the applicant is not the legal owner a signed authorization from the legal owner is required. <sup>2</sup>
9.		Payment of a fee that is consistent with the City of Cle Elum's fee schedule.
<b>Decision Criteria</b>		
1.		A completed application form signed by the owner(s) of the property subject to the application. If the applicant is not the property owner, a signed instrument authorizing the application is required. <sup>2</sup>
2.		A current assessor's map identifying the properties within three hundred feet of the subject site along with the names and addresses of the property owners.
3.		Payment of a fee that is consistent with the City of Cle Elum's fee schedule.
4.		All information required by the Planner is addressed.

1. The application will not be processed and deemed incomplete if not all required criteria is not attached to application on the day of submission. The Planner may chooses to wave some of the requirements. If any of the required criteria is provided in another permit please cite that permit.
2. The owner can sign in allotted space provided under the authorization section of the application or send the City Planner a letter.

<b>Authorization</b>
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*The undersigned hereby certifies 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. False statements, errors, and/or omissions may be sufficient for denial of the request. 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. The applicant further agrees to pay all fees specified in the City's fee schedule for the permit and expenses associated with the review of the application. The applicant gives consent to the City to enter the property(s) listed above for the purpose of inspecting and verifying information presented in this application.*

Applicant Signature:	Date:
Owner Signature:	Date: