



CITY OF EAST WENATCHEE

COMMUNITY DEVELOPMENT DEPARTMENT

271 9TH STREET NE ◊ EAST WENATCHEE, WA 98802
PHONE (509) 884-5396 ◊ FAX (509) 884-6233

PRE-APPLICATION CONFERENCE REQUEST FORM

All applications for project permits involving Type III and Type IVA actions are required to attend a pre-application conference. The purpose of the pre-application conference is to acquaint the applicant with the requirements of the City of East Wenatchee Municipal Code and project review procedures and for City staff to become acquainted with the proposed application to assist in determining appropriate review procedures and facilitating the application and project review process. All of the information required by this form must be completed prior to the conference. Requests for conference must be made in writing on this form.

Applicant

Address & Phone #

Phone: _____

Property Address: _____

Tax Parcel # _____

Property Owner

Address & Phone #

Phone: _____

Size of Property _____

Zoning District: _____

Please provide a list of dates and times when you would be available to attend the pre-application conference: _____

INFORMATION REQUIRED:

- ◊ Written description of the proposal including name and type of permit.
- ◊ Vicinity map of the project.
- ◊ One copy of a site plan and pdf. with drawing or drawings at a scale of one inch for each 50 feet showing:
 1. The location of all existing and proposed structures including, but not limited to, buildings, fences, culverts, bridges, roads and streets on the subject property, and major structures on adjacent properties,
 2. The boundaries of the property proposed to be developed,
 3. All proposed and existing setback lines,
 4. All areas, if any, to be preserved as buffers or to be dedicated to a public, private or community use or for open space under the provisions of this title or any other city ordinance, and all information regarding percentage of area covered, locations and general types of landscaping,
 5. All existing and proposed easements,
 6. The locations of all existing and proposed utility structures and lines,
 7. The stormwater drainage systems,

8. All means of vehicular and pedestrian ingress and egress to and from the site and the size and location of driveways, streets and roads,
 9. The location and design of off-street parking areas showing their size and locations of internal circulation and parking spaces,
 10. The location of all loading spaces including, but not limited to, loading platforms and loading docks where trucks will load or unload.
- ◇ Topographic map or maps which delineate contours, both existing and proposed, at intervals of two feet or other intervals as deemed necessary, and which locate existing streams and landscape or orchard.
 - ◇ The proposed number of square feet in paved or covered surfaces, whether covered by buildings, driveways, parking lots, or any other structure covering land, and the total amount of square feet in the entire proposed development site.
 - ◇ The proposed number of square feet in gross floor area for each commercial and industrial use.
 - ◇ Proposed density in number of units per acre.
 - ◇ Proposed method of providing sewer and water service and other utilities.
 - ◇ Location of flood plains and critical areas.

Applicants may request the following from the City:

1. A list of requirements for a completed application
2. A general summary of the procedures and timelines to be used to process the application
3. The references to relevant code provisions or development standards which may apply to the approval of the application
4. The City's design guidelines

NOTE: The discussions taking place at the pre-application conference or the materials distributed shall not prohibit the City from requiring future applications or enforcing all applicable laws.