



## Pre-Application Conference Request Form

The purpose of a **Pre-Application Conference** is to review application requirements and to provide staff comment on a development proposal prior to submittal of a complete application. Unless waived by the City (waived at the request of the applicant or waived as a requirement by the City), Pre-application Conferences are required prior to filing an application for some Type 1 land use decisions and all Type 2, 3, and 4 land use decisions, including Unified Development Zoning Plans. Please see the [Pre-Application Conference Guide](#) for more information.

For Type 1 decisions, a Pre-Application Conference is required when the property will have 5,000 square feet or greater of development and/or right-of-way improvements, is in a critical drainage area, has a wetland, steep slope, landslide hazard, or erosion hazard, or for single-family residences and accessory buildings directly impacting critical areas and/or their buffers, per Chapter 21A.50 SMC. *Construction on existing buildings when no additional parking is required is exempt from this requirement.*

Information provided by City staff as part of a Pre-Application Conference does not guarantee project approval. In no way does a Pre-Application Conference substitute the applicant's or customer's obligation to design their own project. A Pre-Application Conference should only serve to assist an applicant in the early stage of design and in understanding the permit process required. It is the applicant's obligation to perform property research, complete their own design, provide all required supporting documentation, and submit a complete permit application to the City's Permit Center. The City strongly suggests an applicant obtain the services of a qualified consultant to assist in resolving design issues.

To apply for a Pre-Application Conference, please submit your request through MyBuildingPermit.com, and upload a completed version of this document in the "File Upload" section. Requests for Pre-Application conference must be received no less than 10 business days prior to the targeted Pre-Application Conference date and are scheduled based on availability of standard pre-scheduled meeting times.

### Applicant Information

Name:

Phone Number:

E-mail:

### Property Information

Owner Name:

Owner Phone Number:

Parcel Number(s):

Current Zoning:

Site Description:

Proposed Application(s) (e.g. Subdivision, Short, Single Family Residence):  
Critical Areas on or Near Property  Yes  No If Yes, please describe:

### Pre-Application Conference Information

Please identify the topics you would like to discuss during your Pre-Application Conference.

- Building Requirements: demolition
- Clear & Grade: exceptions, restrictions
- Drainage: drainage plans and reports
- Eastside Fire & Rescue: access/fire sprinklers
- Environmental: steep slope, erosion, erosion/wetland overlays, conservation areas, aquifer recharge areas, wildlife, wetland, stream
- Shoreline: setback, OHWM, permitted uses, variances, exceptions, docks

- Transportation: concurrency, access, improvements, variation, traffic reports
- Water & Sewer
- Zoning: setbacks, density, design standards, landscaping and/or parking
- Other: \_\_\_\_\_

## Other Questions

Request Sammamish Plateau Water/Sewer District Representative?  Yes  No

Does this property cross the King County Trail?  Yes  No

Applicant Attendees  Potential Purchaser  Engineer  Architect  Property Owner  Realtor  
 Surveyor/Attorney  Other (Please Specify):

## Pre-Application Documents

Additional documents may be required depending on the application type. Contact the Department of Community Development with any questions. Descriptions and templates for some these documents may be found on the City of Sammamish's website.

- Pre-Application Conference Form**
- [Land Use Project Guidance Notes](#)
  - Form that summarizes information from the required project guidance discussion required to meet the feasibility conference requirement (SMC 20.05.030).
- Proposed Project Description**
  - Please provide a brief narrative of your project and what you would like to discuss during your Pre-Application Conference to guide the staff in their preparation for the meeting.
- [Density Calculation Form](#) (if applicable)
- List of Questions for Discussion at Pre-Application Conference**
- Proposed Site Plan – 1 copy at maximum size of 11" x 17" (if applicable). See an example [here](#).**
  - Must include the following elements:
    - Proposed name of project, parcel number, and area of the site (acres or square feet)
    - Location of existing public and private utilities, easements, and 100-year floodplain
    - Environmentally sensitive areas, as defined by Sammamish City Code Section 21A.50
    - Location of on-site wetlands, upland wooded areas, riparian areas, rock out-croppings, and streams (if known)
    - Configuration and dimensions of all existing and proposed lots and tracts, including proposed park, open space, and or drainage tracts or easements.
    - Location and dimensions of existing and proposed buildings, structures.
    - Internal circulation system, name and location of existing and proposed roadways and roadway easements (private and public).
    - Location of existing and proposed on-site driveways and off-street parking
    - Location of existing off-site driveways across the street.
    - Location and width of existing and proposed on-site pedestrian and bicycle facilities
    - Location and width of existing and proposed easement for access, drainage, etc.
    - Location of existing and proposed trees and other landscaping to be planted at the site.

## Fees

The listed fees are initial deposit amounts based on hourly rate for staff time as established by the latest Council-adopted Fee Schedule. If the initial deposits have been exhausted before the project is completed an additional deposit will be required in the amount estimated by the Department of Community Development, rounded to the nearest 10-hour increment. Fees may be paid online through MyBuildingPermit.com or by check payable to City of Sammamish. Reference SMC 20.05.020 to determine the land use decision type.

- Type 1: \$660
- Type 2: \$660

- Type 3: \$660
- Type 4: \$660

- Unified Zone Development Plan: \$2,640