

# PRE-DEVELOPMENT SERVICES REQUEST FORM

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## ABOUT PRE-DEVELOPMENT CONSULTATION

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The City strongly suggests applicants obtain the services of a qualified consultant to assist in resolving design issues. However, applicants do have the option of requesting Pre-Development Consultation from the City.

Pre-Development Consultation are an optional, fee-based service allows applicants to get answers to specific questions related to project-specific or code-related issues encountered during project design from the City's development review groups (e.g. Planning, Public Works).

## WHAT TO EXPECT

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City staff will review the questions submitted by the applicant and provide a written response via email approximately 3 weeks after submittal. The response time will vary depending on project complexity and workload.

## SUBMITTING YOUR REQUEST

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City staff respond to the questions submitted with this form and use the materials included with this form for reference in doing so. Please reference code sections and provide any plans or reports that may be relevant in the City's review of and response to your questions.

**The more specific and detailed you can be, the better staff will be able to address your questions.** Depending on the issues identified in your request, additional documents may be requested.

## APPLICANT RESPONSIBILITIES

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Applicants are required to design their own project, provide all supporting documentation, and submit a complete application. While Pre-Development Consultation can help address design obstacles, **any feedback or response provided by City staff during Pre-Development Consultation does not guarantee project approval.**

## FEES

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The fee applicable to this request is Pre-Development Consultation. [See current fee schedule.](#)

### Resources

[King County iMap](#)  
[Sammamish Property Tool](#)

### Questions?

[Submit Project Guidance](#)  
[Visit the Permit Center](#)

City of Sammamish  
801 228th Ave SE  
Sammamish, WA 98075  
[www.sammamish.us](http://www.sammamish.us)

# PRE-DEVELOPMENT SERVICES REQUEST FORM



## OWNER INFORMATION

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## APPLICANT/REPRESENTATIVE INFORMATION

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## PROPERTY INFORMATION

Property Address: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

Total Lot Area(s): \_\_\_\_\_ Total Critical Areas on Property: \_\_\_\_\_  
(Square Feet) (Square Feet)

Please complete the below for any critical areas on property:

Type	Total Area (Square Feet)	Type	Total Area (Square Feet)
<input type="checkbox"/> Frequently flooded area	_____	<input type="checkbox"/> Lake	_____
<input type="checkbox"/> Landslide area	_____	<input type="checkbox"/> Critical aquifer recharge area	_____
<input type="checkbox"/> Seismic hazard area	_____	<input type="checkbox"/> Wetland	_____
<input type="checkbox"/> Erosion hazard area	_____	<input type="checkbox"/> Stream	_____
<input type="checkbox"/> Erosion hazard near sensitive water bodies overlay	_____	<input type="checkbox"/> Fish & wildlife habitat conservation area	_____

Site Description:

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## PRE-DEVELOPMENT SERVICES QUESTIONS

In the sections below, please provide questions that you'd like to have answered by City staff during their review. The more specific and detailed you can be, the better staff will be able to address your questions.

Please reference code sections, plans, and/or reports that you're submitting with this form to assist City staff's review of and response to your questions.

**I have questions related to (please check all that apply):**

**Drainage/Stormwater**

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Please list your questions related to drainage and stormwater below. Attach additional sheets as needed.

**Road Access**

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Please list your questions related to road access below. Attach additional sheets as needed.

**Trees**

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Please list your questions related to trees below. Attach additional sheets as needed.

**Pre-Development Consultation Questions continued on next page**

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## PREDEVELOPMENT SERVICES QUESTIONS (CONTINUED)

**Dimensional Requirements (setbacks, height, impervious surface area, etc.)**

Please list your questions related to dimensional requirements below. Attach additional sheets as needed.

**Critical Areas**

Please list your questions related to critical areas below. Attach additional sheets as needed.

**Other**

Please list your questions below. Attach additional sheets as needed.

# PRE-DEVELOPMENT SERVICES REQUEST FORM



## SUBMITTAL CHECKLIST

A PDF of each document is required at time of submittal. Please label files as numbered and listed below:  
(For example: 02 Project Narrative)

- 01. Signed Request Form
- 02. Project Narrative
  - Provide a brief overview of your project & summarize what you'd like assistance with from staff
- 03. Historic Resources Affidavit
- 04. Site Plan (Optional)
  - Please include the following:
    - 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 [SMC 21.03.020](#)
    - 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
- 05. Other Documents (Optional)
  - Reports, supplemental documents, plans/drawings, calculations, etc.

## CERTIFICATIONS & SIGNATURES

I have read this application in its entirety and certify that all information submitted, including any supplemental information, is true and complete to the best of my knowledge. I acknowledge that willful misrepresentation of information will terminate this permit application. I understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed pursuant to [SMC 21.09.010](#).

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

Applicant/Representative Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

# PRE-DEVELOPMENT SERVICES REQUEST FORM



## ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on [MyBuildingPermit.com](https://MyBuildingPermit.com).

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- 2 Select "Apply For Permit" and then select "Sammamish" as the jurisdiction.

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- 3 Select the following:

<u>Application Type</u>	<u>Project Type</u>	<u>Activity Type</u>	<u>Scope of Work</u>
Land Use	Any Project Type	Preapplication Services	Predevelopment

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- 4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.