



## CITY OF BLACK DIAMOND PRE-APPLICATION MEETING

### **PURPOSE**

- To provide initial, general information for a potential development project. In preparation for the meeting, staff will review projects for consistency with the applicable codes and ordinances. At the meeting, staff and the applicant to work both cooperatively and creatively to develop approvable projects. The pre-application meeting is recommended for anyone wishing to obtain preliminary site analysis and feasibility information.

### **WHO ATTENDS**

A representative from each of the following departments will attend the meeting:

- Community Development Department
- Public Works
- Natural Resources
- King County Fire District 44 Fire Marshall
- Building Official (if necessary)

### **HOW TO SCHEDULE**

Pre-application meetings are not scheduled until the applicant submits all required documents (see Submittal Requirements below) to the Community Development Department Permit Center. Materials must be submitted two weeks in advance of the desired Pre-Application meeting. Holidays may conflict with meeting schedules; check with the Community Development Department for any scheduling questions: (360) 886-5700.

### **SUBMITTAL REQUIREMENTS**

Please note: all plans over 11 x 17 in size must be folded or they will not be accepted.

Documents must be presented in the following order as individually collated packets:

- One (1) copy of the completed Pre-Application Meeting Registration Form
- Five (5) copies of a narrative describing project proposal, site, adjacent uses, any critical areas, and available utility information.
- Five (5) copies of a plan for developing the site at a scale that will allow review. The scale depends on the size of the parcel(s) and may be reproduced from assessor's maps or other legitimate source that does not violate copy rights.
- Five (5) copies of a vicinity map with the site clearly identified.

### **INFORMATION PROVIDED AT THE MEETING**

- Broad development information such as documents and detailed regulatory information related to process, land use, transportation, drainage, fire protection, building codes, and other applicable information will be provided that will aid the potential applicant to begin schematic development design.
- The discussions at the conference shall not bind or prohibit the City's future application or enforcement of all applicable law since it is impractical for a discovery meeting to be an exhaustive review of all potential issues.

### **DOCUMENTATION OF MEETING DISCUSSION**

Approximately one week following the meeting, the Community Development Department will provide a written summary of the meeting. You are encouraged to keep your own notations regarding the information discussed.

PRE-APPLICATION MEETING GENERAL DISCLAIMER: Review comments are based on Pre-Application Meeting packet information submitted to the City. Pre-Application Meeting comments are non-binding/preliminary and are designed to get the applicant "on track" prior to the submittal of the development applications. Once a complete application has been formally submitted and staff have performed the appropriate review of the development submittal, the comments and/or issues discussed within the Pre-Application meetings may no longer apply and revisions to the submittal may be required.