



2021 Pre-Application Meeting Request

Application Number _____

APPLICANT INFORMATION		
Name:	Company:	Daytime Phone:
Mailing Address:		Cell Phone:
E-Mail Address:		Fax Number:

Contact person (if different):	Daytime Phone:
Mailing Address:	Cell Phone:
E-Mail Address:	Fax Number:

PROJECT INFORMATION		
Site Address:	Parcel Number(s):	
Zoning Designation		
Number of Acres/Sq. Ft.:	Number of Lots:	Number of Units:
Affected critical areas: <input type="checkbox"/> None <input type="checkbox"/> Wetlands <input type="checkbox"/> Streams <input type="checkbox"/> Flood Hazard Area <input type="checkbox"/> Critical Aquifer Recharge Area <input type="checkbox"/> Geologically Hazardous Area <input type="checkbox"/> Fish & Wildlife Conservation Area		
Description of proposal (attach additional sheets if necessary):		

SIGNATURE

I certify that all information submitted with this application is complete and correct to the best of my knowledge and belief. I understand that any errors and/or omissions may lengthen the time needed to process this request, and that I have read the City of Burien's pre-application informational handout.

Date : _____

Signature : _____

PLEASE RETURN THIS CHECKLIST WITH YOUR REQUEST

Fees	Submitted	Intake Review
A check payable to the City of Burien for \$369 . The filing fee is credited toward your application fee if filed within 6 months.		
Site Plan		
One (1) copy of a dimensional site plan, drawn to a minimum scale of 1" = 20' (or comparable scale). Please include the following:		
◆ Scale, north arrow & date.		
◆ Property dimensions (for both existing and new lots created, if applicable).		
◆ The location, size & use of any proposed structures & any existing structures which will remain on the property.		
◆ Location & width of existing and proposed right-of-ways, easements & improvements for access, drainage, utilities, etc., on the site & on adjacent properties, including those across the street.		
◆ Existing & proposed fire hydrants, utility lines (including location of nearest utility poles & fire hydrants), rockeries, & other relevant man-made or natural features.		
◆ Location of existing & proposed parking areas, driveways, & landscaping.		
◆ The location & type of any critical areas & their required buffers, on & within 100 feet of your property.		
◆ For multifamily residential: location & dimensions of common & private recreation space.		
Floor Plans (For Tenant Improvement, Remodel/Alteration, Change of Use, Additions or New Building.		
One (1) copy of a dimensional floor plan, drawn to a minimum scale of 1" = 20' (or comparable scale). Please include the following:		
◆ Show the location of the tenant space in relation to other tenant spaces in the building. Identify the floor level where the business will be located. (i.e., first floor, second floor, etc.)		
◆ Provide the total floor area of the building. Identify the use of the adjacent tenant spaces (above, below, next door).		
◆ Identify any existing fire walls between your tenant space and the adjacent tenant spaces.		
◆ Show arrangement of existing <u>and</u> proposed walls, hallways, restrooms, ramps, decks, porches, and covered areas. Provide square footage <u>and</u> dimensions for each room or space.		
◆ Note existing <u>and</u> proposed use and dimensions of all rooms or spaces. (i.e., meeting room, office, storage, hallway, restroom, kitchen, dining area, waiting area.)		
◆ Note the location of all existing <u>and</u> new doorways, showing the direction of door swing, and the type of locking devices. (i.e., panic hardware, thumb latch, deadbolt, double key lock, etc.)		
◆ Note if the building has fire sprinklers or fire alarms.		

**Please note this information is for a pre-application meeting only and is not a complete list of permit submittal requirements.*

2021 Pre-Application Meeting Information

A pre-application meeting is required before submitting a formal application for any of the following types of actions:

- ◆ New Multi-Family and Commercial Building Permits
- ◆ Commercial Change of use
- ◆ Type 1, 2 or 3 land use reviews
- ◆ Preliminary Plats (five or more lots), Short Plats (four or fewer lots), Plat Vacations and Alterations, Binding Site Plans
- ◆ Shoreline Management Permits

The purpose of the pre-application meeting is to discuss the nature of the proposed development, application and permit requirements, fees, review process and schedule, applicable plans, policies and regulations. It is not an exhaustive review of all potential issues and shall not bind or prohibit the City's future application or enforcement of all applicable laws. Pre-application reviews are based on the information available at the time of review. If additional information becomes available during review of an application, additional conditions or studies may be required.

The quality, accuracy, and depth of the information provided to you, the applicant, at the time of the pre-application meeting is substantially dependent upon the quality, accuracy and depth of information submitted by you to the City. For this purpose, it may be useful to bring any professional staff associated with the project, such as architect or engineer.

Applicants are required to submit a pre-application meeting form, the fee, and all other required information (see below) to the Department of Community Development by 12 noon on the deadline date as shown on the attached schedule in order to be placed on the meeting agenda. Submittal of required information for a pre-application meeting does not vest the application. Pre-application meetings are held every two weeks, beginning at 9:00 am at City Hall. Applications are processed on a first-come, first-serve basis. No more than three applications will be reviewed on meeting days. If the upcoming meeting agenda is full, your application will be scheduled for the next available meeting. One week before the scheduled meeting you will receive an agenda via email that will have the time you are to meet with the Project Review Team. Please be on time.

The Project Review Team consists of staff representing the areas of Planning, Building, Access & Road Design, Stormwater Drainage, Crime Prevention, Fire, Water and Sewer.

The attached checklist contains a list of materials which must be submitted in order to request a pre-application meeting. Consult with the Department of Community Development if you have questions regarding required items.

2021 Pre-Application Deadlines and Meeting Dates

<u>Submittal Deadline</u>	<u>Scheduled Meeting Date</u>
Noon Wednesday December 16, 2020	Thursday January 7, 2021
Noon Wednesday January 6	Thursday January 21
Noon Wednesday January 20	Thursday February 4
Noon Wednesday February 3	Thursday February 18
Noon Wednesday February 17	Thursday March 4
Noon Wednesday March 3	Thursday March 18
Noon Wednesday March 17	Thursday April 1
Noon Wednesday March 31	Thursday April 15
Noon Wednesday April 14	Thursday April 29
Noon Wednesday April 28	Thursday May 13
Noon Wednesday May 12	Thursday May 27
Noon Wednesday May 26	Thursday June 10
Noon Wednesday June 9	Thursday June 24
Noon Wednesday June 23	Thursday July 8
Noon Wednesday July 7	Thursday July 22
Noon Wednesday July 21	Thursday August 5
Noon Wednesday August 4	Thursday August 19
Noon Wednesday August 18	Thursday September 2
Noon Wednesday September 1	Thursday September 16
Noon Wednesday September 15	Thursday September 30
Noon Wednesday September 29	Thursday October 14
Noon Wednesday October 13	Thursday October 28
Noon Wednesday November 3	Thursday November 18
Noon Wednesday November 10	Thursday December 2
Noon Wednesday December 1	Thursday December 16
Noon Wednesday December 29	Thursday January 13, 2022