



**Planning and Community Development**  
 1812 Main Street, P O Box 257  
 Lake Stevens WA 98258  
 Phone Number (425) 377-3235

<b>To Be Completed By Staff</b>	
Optional (LSMC 14.16A.220(d): Yes	No
Date of Application: _____	
Staff Initials: _____	
Permit Number: _____	

## PRE-APPLICATION CONFERENCES APPLICATION – LSMC 14.16A.220(d)

Pre-Application conferences provide a forum for city staff and prospective applicants to discuss development proposals after a preliminary review by the city and prior to a formal application with the Planning & Community Development Department. In order to expedite development review, staff may invite all affected jurisdictions, agencies and/or special use districts to the meeting.

**Submit 2 sets of Plans with 2 sets of all supporting Documents.**

There is a fee for this meeting. Please check with staff or the City’s website for current fees. **PLEASE NOTE:** The City of Lake Stevens contracts with outside agencies for Critical Area Review. If this review is required for your project, **ADDITIONAL FEES WILL BE ASSESSED/DUE.**

<b>Property Information</b>	Site Address:		
	Assessor Parcel No:	Property Square Feet:	Acres:
	Land Use Designation:	Zoning:	
	Number of Buildings on Site/:	Number to be Retained:	
	Existing Impervious Surface Area:	Proposed Impervious Surface Area:	
	Water Source:	Sewage Disposal:	
<b>Applicant</b>	Name/Company:		
	Address:	City/State/Zip:	
	Phone:	Applicants relationship to owner:	
	Fax:	Email:	
<b>Primary Contact</b>	Name/Company:		
	Address:	City/State/Zip:	
	Phone:	Email:	
	Fax:		
<b>Property Owner</b>	Name/Company:		
	Address:	City/State/Zip:	
	Phone:	Email:	
	Fax:		

<b>Property Description</b>	<b>Existing Property Description</b> Include approximate square footage, existing buildings, buildings to be demolished, existing impervious, Standing timber, topography, natural drainage course, existing fire hydrants, and wetlands.
<b>Proposed Project Description</b>	<b>Proposed Project Description</b> Describe proposed land use, approximate square footage of proposed buildings, new impervious area, clearing and grading area/quantity, proposed lot configuration, etc.
	<b>Surrounding Properties and zoning:</b>
	<b>Questions for City Staff:</b>

(Attach a separate sheet if necessary for additional information)

**Acknowledgements**

I acknowledge that the focus of the pre-application review and any subsequent meetings or discussions, prior to formal written approval of the proposed work, is general in nature and is for informational purposes only and shall not be interpreted as a binding commitment by the City of Lake Stevens or the applicant.

**You may not begin any activity** based on this on this pre-application review until the city issues a final decision and/or permit following the review of formal application, including the resolution of any appeal, has been made. Conditions or restrictions may be placed on your permit if it is approved. You may also need approvals from other agencies; please check with affected agencies before beginning any activity.

I DECLARE UNDER PENALTY OF THE PERJURY LAWS THAT THE INFORMATION I HAVE PROVIDED ON THIS APPLICATION IS TRUE, CORRECT AND COMPLETE.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Application

Allow 2 to 4 weeks for review and response. For review status, please call the Permit Center at (425) 377-3235.