



PRE-APPLICATION MEETING

APPLICATION FORM

City Hall - 15535 NE Main Street, Duvall, WA 98019
duvallwa.gov | planning@duvallwa.gov | 425.788.2779

PURPOSE OF A PRE-APPLICATION MEETING

Pre-Application Meetings are required for all development proposals that require a Type III, IV, or V land-use permit application. Pre-Application meetings may also be required for Type VI land-use permit applications at the Community Development Director’s discretion.

At a Pre-Application meeting, Applicants will have an opportunity to meet with a representative from the City’s Planning, Building, and Public Works Departments as well as a representative from Woodinville Fire to go over your proposal and address any outstanding questions or concerns you may have and that the City may have for your proposal that need to be addressed prior to formal application submittal. Please keep in mind that the more information you can provide us about your development proposal the more feedback we can provide you.

Disclaimer: The City makes no representation that all relevant information is provided at the Pre-Application Meeting. Please be aware than any comments made by City Staff at these meetings do not imply approval or conditional approval of any subsequent applications.

APPLICATION FEE AND SUBMITTAL

Pre-Application Meetings require a payment of \$338.00 (USD). Payment in the form of cash or check (made out to the City of Duvall) may be submitted in person at City Hall at the address provided above or by mail (Mail to: City of Duvall, Attn: Planning Dept., PO Box 1300, Duvall, WA 98019).

This completed application (and all required documents listed in the *Pre-Application Meeting Submittal Checklist* attached hereto) with payment must be submitted to the Planning Department at City Hall at least ten (10) days prior to the scheduled meeting.

LOCATION AND TIME

Pre-Application Meetings are scheduled through the City’s Planning Department (phone number listed above) and are held at the City’s Public Works building located at 14525 Main Street NE. These meetings are usually scheduled on Tuesdays between the hours of 1:00PM and 3:00PM and last approximately one (1) hour.

Applicant Information	Property Owner Information
Name:	Name:
Company:	Company:
Phone:	Phone:
Email:	Email:
Address:	Address:
Basic Property Information	
Property Address:	
Tax Parcel Number:	
Present Land Use:	

Proposal Name & Description

Questions for Staff

Authorization

The undersigned hereby certifies that all information submitted with this application is complete and correct to the best of my knowledge. I have read and understand the disclaimer stated under "The Purpose of a General Information Meeting".

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

APPLICATION SUBMITTAL CHECKLIST

FOR PRE-APPLICATION MEETINGS

All required items in this application submittal checklist must be included with your application to be considered a complete submittal. Please submit two hard copies and one electronic copy of the following:

Applicant	City	Not Applicable ¹	Submittal Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed, and Signed Application Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application Fee
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project Narrative
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Site Plan (11"x17" scalable at 1:20)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Building Elevation (11"x17" scalable at 1:20)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Landscape Plan (11"x17" scalable at 1:20)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tree Survey
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sensitive Area Study
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Topographical Survey
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pictures of Existing Conditions

¹Only the Planning Director or their designee has the authority to determine which items are "not applicable." Any determination shall be made at or prior to the pre-application meeting.