

# Pre-Development Meeting Request

For City Use Only:

Project Name:		Date Stamp
Plan Number:		

## WHAT IS A PRE-DEVELOPMENT MEETING?

Prospective applicants for building permit, State Environmental Policy Act (SEPA) review, subdivision, or other land use action, permit or approval may find it useful to request a pre-development meeting. At a cost of \$200.00, this meeting provides you with an opportunity to discuss your proposal with City staff prior to submitting a formal application. Upon formal application, the fee of \$200.00 will be credited towards development review charges.

Pre-development meetings are a valuable resource in the processing of your application, particularly if you are unfamiliar with City standards, required permits, or if your proposal is complex or needs multiple approvals. The meeting will familiarize you with the various elements of the City's permitting process, including:

- Clarifying the regulations and plan submittal requirements specific to your proposal;
- Providing you an early opportunity to identify potential major issues;
- Discussing the plan review process to expedite permit processing and approvals; and
- A brief overview of the business licensing process as a business license must be approved and obtained prior to opening for business.

## PROCEDURE

Pre-development meetings are scheduled through the City of Lynnwood Permit Center. You will be notified of the date and time of your meeting within two (2) business days of your submittal of this form.

For the City to be as responsive as possible to your proposal, the pre-development materials must include the following:

- A fully completed and signed Pre-Development Meeting Request form;
- **Emailed documents preferred** or one (1) set of proposed plans on 11"x17" paper only. At a minimum, provide a site plan. *Plans can be conceptual and do not need to be construction-quality drawings*; however, the more information you provide, the more complete and project-specific staff comments will be. Your plans must be legible and preferably to scale (e.g. 1": 20' for site plans, 1/4": 1' for floor plans).

You will need to submit the requested materials **a minimum of seven (7) calendar days prior to the scheduled meeting.**

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## SCHEDULING

Pre-development meetings are typically held on Thursday afternoons with two (2) sessions of 1:30pm-3:00pm or 3:00pm – 4:30pm. Meetings are scheduled on a first-come/first-served basis into the next available meeting opening. Please specify time preference and we will do our best to accommodate the request. The City may also arrange for a separate meeting at an alternate day and time upon request. Additional information on the City’s pre-development process may be obtained by contacting the Permit Center at [permits@lynnwoodwa.gov](mailto:permits@lynnwoodwa.gov) or 425.670.5400.

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## ACKNOWLEDGEMENT

I certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my knowledge. Materials submitted as part of pre-development meetings do not constitute a formal application. Pre-development meetings also are not used to determine the complete-ness of an application and therefore does not “vest” an application. A determination of “completeness” is evaluated only after a formal application is made. I acknowledge the meeting is for informational purposes only and shall not be interpreted as a binding commitment by the City of Lynnwood.

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

Date: \_\_\_\_\_

Printed Name of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

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Please fill out this form to the best of your ability, either typed or printed legibly

<b>Preferred Date (Thursday):</b>		
<b>Preferred Time:</b>	<input type="checkbox"/> 1:30p – 3:00p	<input type="checkbox"/> 3:00p – 4:30p

## SITE INFORMATION:

<b>Site Address(es):</b>	
<b>Assessor Parcel Number(s)</b>	
<b>Name of Proposal:</b>	
<b>Description of Proposal:</b>	

## PROPERTY OWNER INFORMATION:

<b>Property Owner(s):</b>	
<b>Address, City, State &amp; Zip:</b>	
<b>Email Address:</b>	
<b>Contact Phone Number:</b>	

## CONTACT INFORMATION:

<b>Contact Person:</b>	
<b>Address, City, State &amp; Zip:</b>	
<b>Email Address:</b>	
<b>Contact Phone Number:</b>	

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## PROJECT INFORMATION:

<b>Proposed Height:</b>		
<b>Number of Stories:</b>		
<b>Footprint Area (Sq. Ft.):</b>		
<b>Total Floor Area (Sq. Ft.):</b>		
<b>Proposed Type of Constructions (e.g. V-A, III-B):</b>		
<b>Proposed Occupancy (e.g. S, F, H):</b>		
<b>Will you be utilizing fire sprinkler systems?</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<b>Are there any manufacturing processes proposed?</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes, please describe below
<b>Will you be storing or using hazardous material?</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes, please describe below
<b>Are there any specific issues you would like addressed at this meeting?</b>		