

Pre-Application Meeting Submittal Requirements

Purpose

The purpose of the pre-application meeting is to continue the partnership between the applicant and city staff begun in earlier feasibility collaboration meetings to create a development that is consistent with city plans, goals, policies, and regulations.

More specifically the purpose is for:

- The applicant to become familiar with the policies, plans and development requirements of the City;
- for staff and the applicant to review the general characteristics of the site and the concepts for a proposed project; and,
- to discuss the coordination of all necessary permits and procedures.

The meetings should save the applicant time and resources in the preparation and processing of permits.

At the conclusion of the meeting(s), the goal is to provide clear direction on next steps including:

- Specific submittal requirement checklist for the permit submittals;
- Other information necessary for the permit submittals or issues that will need to be addressed.

Process

- 1) Please make an Intake Appointment with a Permit Technician by calling the Permit Center at (425) 837-3100.
- 2) A Pre-Application meeting will be scheduled. Typically, 2 – 4 p.m. on Wednesdays or Thursdays. Contact Christopher Wright, Project Oversight Manager, (425) 837-3093 or chrisw@issaquahwa.gov.

Submittal Requirements *

Complete	Incomplete	N/A	Item
			Documents and Fees
			Permit Application
			Copy of Feasibility Meeting Notes (if available)
			Application fee

Complete	Incomplete	N/A	Item
Plan Requirements			
<p>Provide the following information on: 11" x 17" (larger sheets may also be provided, if necessary) Three (3) paper copies 1 Electronic copy in pdf format</p>			
<i>The more information you furnish, the more thorough staff input will be for your project.</i>			
<p>Written Narrative</p> <ol style="list-style-type: none"> 1) Development objectives, proposal, and relationship to existing site and its uses 2) Briefly discuss those City standards or guidelines that the applicant thinks are most pertinent to the site and design of the project, and how the proposal implements and complies with them. 3) Discuss how the proposed design will address the City's Vision on Sustainable Development; and, indicate if you propose to certify the development as a green building. 			
<p>Proposal Summary (Included in both site analysis and narrative) Types of desired uses, approximate number and type of residential units, amount and type of commercial square footage, number of parking stalls.</p>			
<p>Existing Site Information and analysis for Project property and surrounding 100 ft unless noted otherwise below.</p> <ol style="list-style-type: none"> 1) Uses, structures, paving, vegetation, and circulation including streets, trails, walkways, and their names 2) Zoning and district (e.g. which Development Agreement or Central Issaquah district in which the project is located), overlay designations 3) Site Survey including topography (max 5 ft contours), rockeries, retaining walls and such, easements and their purpose, property lines with dimensions for the property under review, property restrictions, walls and fences 4) Critical areas (wetlands, streams, steep slopes, and their buffers, etc.) 5) Utilities including type, location, easements, capacity including ditches and culverts, and catch basins and direction of flow if known 6) Other notable physical features 7) Analysis of site and surrounding features such as views, natural and manmade features, community landmarks, development patterns, impact on proposal 8) Site and aerial photos 9) Map of access opportunities and constraints 10) <i>Suggested:</i> Axonometric or other three-dimensional drawing, photos or models of the 500' area surrounding the project site. Include call-out notes on drawings and a brief narrative stating what design cues can be gleaned to develop design alternatives 11) <i>Suggested:</i> Photo montage of the streetscape (both side of the street) identifying the site 			

Complete	Incomplete	N/A	Item
----------	------------	-----	------

Proposed Site and Architectural Concepts. For each concept, if more than one are provided, list pros and cons including a list of how plans do or do not comply with codes. Do not include detailed plans such as plans for floors, landscape, utilities but do show a site plan showing buildings, open space, community space and/or critical areas, parking, circulation, etc... as more specifically described below.

- 1) Building massing
- 2) Architectural concepts in the form of photos of projects with the desired character including entrances for pedestrians and vehicles
- 3) Circulation scheme including pedestrian, bicycle, transit, and vehicle access and circulation plan (include circulation facility types) include slope for each in percent grade, width, proposed materials, connection or relationship to existing off-site facilities
- 4) Tree Preservation concept
- 5) Landscape concepts such as for streetscapes, parking lots, key screens, community spaces, walls, fences. Use vignette sketches, photos of landscape , walls, fences with similar character, or other tools to convey the concept and character
- 6) Vehicular Parking including types (surface, on-street, and/or structured), placement of entrances, layout concepts including how required landscape will conceptually be met
- 7) Bicycle parking locations and methods
- 8) Conceptual grading & utilities (corridors, location & approximate capacity)
- 9) Waste facilities – Preliminary size calculations, locations (within ≈ 200’ of each unit)
- 10) Grading proposal with 5 ft max grade lines, including walls, rockeries, etc
- 11) Critical areas indicating the type, class, buffer, setback, etc
- 12) Ownership and maintenance responsibilities of any proposed improvement
- 13) Location of vaults, equipment, meters, etc... which are outside of the building as well as screening techniques

Summary of requested development adjustments.

- 1) Code standards and amounts
- 2) Proposed adjustment amounts
- 3) Explain how the proposed design intends to meet or exceed the City’s development and/or design standards, and a quantitative comparison to a code-complying scheme
- 4) A list of questions and/or interpretations for City staff to address

LEGAL DISCLAIMER: This Checklist should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in this Checklist.

*** NOTE: Additional or different information may be requested for the Pre-Application Meeting, based on issues raised in earlier discussions and feasibility collaboration meetings.**