



PLANNING & DEVELOPMENT
BUILDING
DIVISION
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SUBMITTAL REQUIREMENTS FOR Pre-Application and Development Review Committee Meetings

Meetings are held on Thursdays at 1:30 and 3:00 p.m. for approximately 45-60 minutes. They are scheduled based on the order of complete submittal receipt.

OPTION 1

FORMAL PRE-APPLICATION MEETING (See back page for submittal requirements)

\$1,000.00 (1/2 will be applied toward the future permit submittal)

Staff from the Building, Planning, Engineering and Fire Departments attend the meeting, *provide written comments* and answer questions regarding the proposed project.

All major projects are highly encouraged to schedule a formal Pre-Application Meeting with the Development Services Department prior to making a formal application submittal to the City. The goal of the meeting is to identify MAJOR issues and processing procedures applicable to the project which are helpful for an applicant to determine feasibility, design issues, timing, and various processes required for a project.

A Pre-Application Meeting is Not a Permit Application Submittal

NOTE: PRE-APP Meetings are scheduled for the next available date with a minimum of *two* weeks lead time & DRC Meetings a minimum of one week.

To apply go to: mybuildingpermit.com and select the following options:

EDMONDS

APPLICATION TYPE = Building

PROJECT TYPE = Any Project Type

ACTIVITY TYPE = Preapplication Services

SCOPE OF WORK (select option) = Preapplication Meeting or Development Review Committee Meeting

OPTION 2

DEVELOPMENT REVIEW COMMITTEE MEETING

Complementary, informal meeting

This is an informal opportunity to meet with staff and discuss your preliminary ideas and concepts for a project. The intent is to help identify the major code requirements that will need to be addressed and any significant site development issues that may relate to the project. The intent is for this to occur prior to considerable investment in plans and/or design work. You may wish to have your design professional(s) accompany you.

Provide the following information on plans and documents to upload:

- 1) Site Plan
- 2) Vicinity Map
- 3) Pertinent background information
- 4) Floor plans if applicable
- 5) List of questions regarding your proposed project

OPTION 1

PRE-APPLICATION SUBMITTAL REQUIREMENTS

PROVIDE THE FOLLOWING INFORMATION
ON PLANS AND DOCUMENTS TO UPLOAD:**General Information:**

- Assessor's tax parcel number(s) for all lots
- Site address(es)
- Existing and proposed occupancy(ies) and uses
- Building type of construction (e.g. VB, VA, IIIB)
- Number of stories
- Zoning designation
- Number of dwelling units
- Floor areas of each floor of the building
- Fire sprinkler system and fire alarm system types
- Lot area

Site/Utility Plan:

- Site drawings to scale (prefer 1" = 20')
- Location/vicinity map
- North arrow
- Existing and proposed structures, and dimensioned distances from property lines
- For subdivisions: proposed lot configuration, lot sizes, lot dimensions, existing and proposed access easements, existing and proposed points of access, existing and proposed rights-of-way

Site/Utility Plan, continued:

- Building address number(s)
- Topography at 5 foot or 2 foot intervals
- Trash enclosure location and orientation
- Streets/alleys
- Easements (utility, access, etc.)
- Existing and proposed site access
- Parking layout, typical stall dimensions, accessible parking and route of travel, drive aisles noted as one-way and/or two way
- Landscaped areas and signage
- Water courses and drainage patterns
- Location of mechanical/electrical equipment, transformers, generators, vaults, etc.
- Location of existing and proposed utilities (sewer, storm, water, power, etc.)

Floor Plans:

- Existing and proposed floor plans (preferred scale 1/4" = 1') showing uses, exiting, restrooms, and accessible route of travel, all existing and proposed building openings including windows/doors, etc.

List of Questions:

- A list of questions regarding your proposed project is required.

Please contact onlinepermits@edmondswa.gov for general questions