

# Pre-Application Conference Application



City of La Center, Planning Services  
305 NW Pacific Highway  
La Center, WA 98629  
[www.ci.lacenter.wa.us](http://www.ci.lacenter.wa.us)  
Ph. 360.263.7665 Fax: 360.263.7666  
[www.ci.lacenter.wa.us](http://www.ci.lacenter.wa.us)

## Electronic Requirements

Provide all materials on a CD or Flash Drive with all application materials as a **PDF** and a **word** version of the narrative.

## Written Requirements

**Master Permit Application:** Provide one copy of the Master Land Use Application with original signatures.

**Checklist:** Provide one copy of this completed checklist.

**Written Narrative:** Provide a detailed description of the proposed project including but not limited to the changes to the site, structures, landscaping, lighting, parking and use. In addition, please also address utility, frontage and transportation needs.

## Plans and Graphics Requirements Provide Five (5) Copies of Scaled Plans (1' = 200 Feet & 8.5x11) the Following:

Dimensions & North Arrow

Site Boundary

Proposed Name of Project

Vicinity Map

Configuration & Dimension of all Proposed Lots & Tracts, Including Proposed Park/Open Space, Drainage Tracts or Easements, Topography, Grades Including the Maximum & Minimum Density Calculations

Location of Existing and Proposed Buildings & Structures

Proposed Uses of all Buildings

Height and Conceptual Appearance of Building Facades for all Building Structures

Location of Walls and Fences, Height and Construction Material

General Location & Configuration of Proposed Landscaping

Existing and Proposed Exterior Lighting

Location and Layout of Off-Street Parking and Loading Facilities

Name, Location & Width of Existing & Proposed On-Site Streets and Roadway Easements

Location & Width of Existing & Proposed On-Site Pedestrian & Bicycle Facilities

Location of Existing & Proposed Public & Private Utilities

Location, Types & Boundaries of Critical Areas, Buffers, Slopes & Archaeologically Significant Features

**Questions:**

Pre-Application conferences address issues related to landuse, building, engineering, fire and utilities. Please list specific questions or issues unique to your project that you would like to discuss at the conference.

**Office Use Only**

File # \_\_\_\_\_

Planner \_\_\_\_\_

Received By \_\_\_\_\_

Fees: \$ \_\_\_\_\_

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

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

Procedure:   Type I  
                  Type II  
                  Type III  
                  Type IV

Receipt # \_\_\_\_\_

Notes \_\_\_\_\_



**AGREEMENT TO PAY PROFESSIONAL, PROJECT REVIEW, INSPECTION AND RELATED EXPENSES**

THIS AGREEMENT is entered into by and between the City of La Center, a Washington municipal corporation, and Applicant \_\_\_\_\_ concerning the following Project:

Project address: Parcel #: \_\_\_\_\_

Project/permit review: \_\_\_\_\_

Applicant recognizes that the City is obligated by state law and the La Center Municipal Code to provide a complete review of land use and development applications, including all technical support documents, to determine compliance with all applicable approval standards. The City is also authorized to recover from applicants the actual cost of performing land use and technical plan and project reviews, including engineering, project inspections, planning and legal peer review. The costs of internal and outsourced review will be charged on an actual time and materials basis plus administrative fees as approved by City Council Resolution No. 13-372. To recover actual costs, the City will invoice the Applicant monthly for the costs of all internal and all outsourced review for this project. Payment is due by the Applicant within 30 days.

Applicant hereby agrees to pay the City's actual (time and materials) pertaining to reviews associated with the above named for land use review, engineering review, plan review, peer review, inspection and associated fees associated with or for the above-mentioned project. The Applicant further agrees to any delay in the issuance of a final decision on the Project until the Applicant has paid or kept current all of the City's review costs as provided and billed.

Any dispute that arises over the interpretation or application of this Agreement shall be resolved by the City Council through a public hearing process. The City Council's decision in such a matter shall be final.

**IT IS SO AGREED:**

**Applicant**

By: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

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

**City of La Center**

By: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

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