



**PRE-APPLICATION CONFERENCE
CHECKLIST**

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OFFICE USE ONLY

PERMIT NUMBER

SUBMITTAL CHECKLIST

A. INTRODUCTION

The City of LaCenter welcomes the opportunity to discuss proposed development projects with applicants prior to the preparation of land use applications. If you have any questions after reading through this information, please contact the Community Development Department staff at 360.263.3654

When is a pre-application conference required?

Pursuant to Section 18.30.020 of the City of LaCenter's Development Code, unless otherwise expressly provided in this title, all applications subject to Type II, Type III, or Type IV review are subject to pre-application review unless the director waives the requirement in writing on a form provided by the city clerk for that purpose.

The applicant shall submit the pre-application materials to the city clerk.

The city discourages waiver of the pre-application process. In the event that the director waives the pre-application review, the pre-application waiver form shall state that waiver of pre-application review may increase the maximum time for review for technically complete status and may increase the risk that the application will be rejected, or processing will be delayed.

What is the purpose of a pre-application conference?

- A pre-application conference is intended to acquaint the City, outside agencies, and service providers with the potential application, and to acquaint the potential applicant with the requirements of the Development Code, Engineering Standards, and other relevant criteria and procedures.
- A pre-application conference is not intended to be an exhaustive review of all potential issues.
- A pre-application conference is intended to be informational only and is not an approval in any manner of your proposal. A pre-application conference does not preclude the City from enforcing all applicable regulations or from applying regulations in a different manner than may have been indicated in the pre-application conference report.

How does the process work?

1. Submit a complete Master Land Use Application form together with the required Pre-application Conference Application checklist (this form), the written information and plans requested in this checklist and the required fees.
2. Within 14 calendar days after receipt of an application for pre-application review, the city clerk shall mail or otherwise convey written notice of the pending pre-application conference to the applicant and other interested agencies. The notice shall state the date, time and location of the pre-application conference, the purposes of pre-application review, and the nature of the conference. Notice of the proposed pre-application meeting shall be posted on the City Hall bulletin board.
3. The pre-application conference shall be scheduled at least seven but not more than 21 calendar days after the notice is mailed or otherwise conveyed.
4. The director shall determine who shall be invited to the meeting. In addition to the applicant and representatives, possible attendees include the director of public works, the consulting city engineer, a representative from affected service districts, and representatives from interested state agencies and neighborhood associations recognized by the city council or by Clark County.
5. Meeting Summary. Within 10 calendar days after a pre-application conference, the director will provide a written summary of the conference to the applicant, the city clerk and to other persons who request it. The written summary shall, to the extent possible:

Meeting Summary:

- Within 10 calendar days after a pre-application conference, the director will provide a written summary of the conference to the applicant, the city clerk and to other persons who request it. The written summary shall:
 - (a) Summarize the proposed application(s);
 - (b) Identify the relevant approval criteria and development standards in the city code or other applicable law; and exceptions, adjustments or other variations from applicable criteria or standards that may be necessary.
 - (c) Evaluate the information offered by the applicant to comply with the relevant criteria and standards and identify specific additional information that is needed to respond to the relevant criteria and standards or is recommended to respond to other issues.
 - (d) Identify applicable application fees in effect at the time, with a disclaimer that fees may change;
 - (e) Identify information relevant to the application that may be in the possession of the city or other agencies of which the city is aware, such as:
 - (i) Comprehensive plan map designation and zoning on and in the vicinity of the property subject to the application.

(ii) Physical development limitations, such as steep or unstable slopes, wetlands, or water bodies, that exists on and in the vicinity of the property subject to the application.

(iii) Other applications that have been approved or are being considered for land in the vicinity of the property subject to the proposed application that may affect or be affected by the proposed application.

Time Limit:

- The written summary of a pre-application conference is valid for up to one year. If more than one year has elapsed between the date of the last pre-application conference and the date an application is submitted, a new pre-application conference may be required.

B. APPLICATION REQUIREMENTS FOR ALL REVIEWS:

- 1. MASTER APPLICATION FORM:** Provide one (1) copy of the completed Master Land Use Application form with original signature(s) including the Reimbursement Form: The name, mailing address, and telephone number of the owner(s), engineer, surveyor, planner, and/or attorney and the person with whom official contact should be made regarding the application.
- 2. REIMBURSEMENT AGREEMENT:** Submit a completed Agreement to Pay Professional, Project Review, Inspection and Related Expenses form.
- 3. CHECKLIST:** Provide one (1) copy of this completed submittal checklist.
- 4. SUBMITTAL PACKET:** Submit one (1) paper copy of the application packet and one electronic copy (CD or Thumb drive)
- 5. PRELIMINARY PLAN:** Submit one (1) copy, of the preliminary plan at a scale of no more than one inch equals 200 feet, with north arrow, date, graphic scale, existing and proposed lots, tracts, easements, rights-of-way, development, access, parking, maneuvering, structures and landscaping on the site; existing and proposed natural features on the site, including vegetation, topography and grades; existing and proposed utilities (water, sewer, drainage, fire hydrants); and existing lots, tracts, easements, rights-of-way and structures abutting the site; provided, information about off-site structures and other features may be approximate if such information is not in the public record. The applicant shall provide one copy of the plan reduced to fit on an eight-and-one-half-inch by 11-inch page. Principal features of the plan shall be dimensioned. The applicant is encouraged to submit drawings showing the elevation(s) of a proposed primary structure.
- 6. DEDICATIONS:** Proposed dedications shall be submitted to the city or other agency, if applicable.
- 7. LEGAL DESCRIPTION:** Submit a legal description of the site; and
- 8. NARRATIVE:** A written description of the proposed use or development. The description shall identify any variances, adjustments or exceptions needed for approval of the plan.

- 9. ADDITIONAL INFORMATION:** In addition, an application for pre-application review shall include all information required by the relevant La Center Municipal Code sections; provided, the review authority may modify requirements for pre-application materials and may conduct a pre-application review with less than all of the required information.;
- 10. CLARK-COWLITZ FIRE RESCUE:** Clark-Cowlitz Fire Rescue (CCFR) collects a separate pre-application fee to cover their participation in the City's pre-application conference. Proof that the CCFR fee has been paid shall be submitted with this application. The conference will not be scheduled until this has been completed.

CCFR application website - [Clark Cowlitz Fire & Rescue \(geocivix.com\)](http://ClarkCowlitzFire.com)

C. INFORMATION REQUESTED:

- QUESTIONS:** Pre-application conferences generally address issues related to land use, building, engineering, fire and utilities. To maximize the utility of the conference, please list specific questions and issues unique to your project you wish to discuss at the conference.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

- STAFF CONTACTS:** Please note below the names of any City staff you have already discussed this proposal with, and/or specify any staff members you request to attend the conference.

STAFF PERSON NAME & DEPARTMENT

ISSUES DISCUSSED

STAFF PERSON NAME & DEPARTMENT	ISSUES DISCUSSED
1.	
2.	
3.	
4.	

E. APPLICATION FEES:

Fees must be paid at the time of application via the online portal.

- Pre-Application Conference Type II Application** \$360.00
- Pre-Application Conference Type III Application** \$460.00
- Pre-Application Conference Waiver** \$110.00

Cost recovery (requires a reimbursement agreement); actual cost of staff, consultants, and/or hearing examiner plus 10%. This fee is applicable as part of a land use action or development review (i.e.: traffic study, preliminary/final plat review)

By affixing my signature hereto, I certify under penalty of perjury that the information furnished herein is true and correct to the best of my knowledge. I have owner(s) permission to submit this application. I agree to hold harmless the City of La Center as to any claim (including costs, expenses and attorney’s fees incurred in the investigation of such claim) which may be made by any person, including myself, and filed against the City of La Center, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as a part of this application. I understand and acknowledge that the City of La Center may charge me additional costs such as consulting fees, administrative costs and actual costs directly associated with processing this land use application.

Applicant’s Signature

Date

Print Applicant’s Name