



## Pre-Application Conference Request

Community Development Department  
3100 Belmont Blvd. Suite 104, West Richland, WA 99353  
509-967-5902 Fax 509-967-2419 **Inspection Line 967-3518**

A pre-application conference with the Technical Review Committee is required for all projects that will require processing of a City Permit Application (SF dwellings & duplexes generally exempt). The Technical Review Committee consists of Planning staff, City Engineer, Building Official, and Fire Authority. Other agencies and/or utilities will be invited to attend as needed.

The purpose of the pre-application conference is to assist applicants in preparing development applications for submittal to the City, to identify potential problems, and to streamline the development review process. These pre-application conferences are informal and provide an opportunity to meet with the City departments responsible for development review. City representatives will review the submitted materials, provide comments, and may also identify issues or concerns wherever noted. It is not meant to be a detailed, all-inclusive review of proposed plans or ideas.

Please be aware that any communication or checklists provided to you at this meeting do not imply approval or conditional approval of the pending application. Future processing and review of your formal application may require changes, alterations, or additional information to clarify the details and design of your proposal.

### **Pre-Application Procedure;**

Pre-application conferences are held every Thursday at 2:00 p.m., held on the half hour with the last appointment starting at 3:00 p.m. Appointments are granted on a first come/first serve basis, appointment times will not be held for an applicant that has not submitted a pre-application package in advance.

To schedule a pre-application conference, submit a pre-application package to the City's Community Development Department at your earliest convenience. Staff will advise you of the next available date.

**Pre-Application Packet Includes:** One copy of the following: *\*electronic submittals are acceptable*

1. Pre-Application Conference Request Form
2. Preliminary site plan
3. Preliminary floor plan of building interior (if applicable)
4. Written narrative of the project (optional)
5. List of questions for staff (optional)

Once a complete pre-application package has been received by the Planning Dept., the applicant will be notified as to what date and time the meeting will be held.

