



City of Mountlake Terrace Pre-Application Conference Checklist

The purpose of the Pre-application conference is to provide information to aid you in the preparation of a complete application that addresses specific City standards and provisions of the City's Municipal Code. During this meeting, you will be provided with application(s) and copies of pertinent regulations to further guide you in preparation of a land use application for submittal. A written summary of the pre-application meeting discussion will be provided subsequent to the meeting.

Pre-application conferences are held Thursday mornings. A conference can normally be scheduled for the following Thursday **provided the information requested herein is received no later than the previous Thursday by noon.** *Conferences are scheduled on a first-come, first-serve basis.* **Submit 8 copies of all items, including this form, collated into sets.**

A. **Site Address:** _____
Project Name: _____
(if any) _____
Property Owner: _____
Contact Person: _____
Address: _____

Phone: _____ **Fax:** _____
E-mail address: _____

B. **Development proposal (brief description):** _____

(Attach a written narrative description of the proposal giving more detail, such as description of existing features, timing, future plans, specific questions you have, etc.)

C. **Existing Features Map.** **To the best of your ability, prepare a site plan of the current site conditions on 11"x 17" or 18"x 24" sheet size at a scale of 1" = 20' (preferred).**

Include:

- North arrow, with north oriented to the top, or left side, of the sheet
- Site address. If no address give tax account number and ¼ section
- Name of project, if any

- Contact person - name, address, phone number, email
- All property lines, fully dimensioned
- All easements – private and public
- All structures (list uses, gross square footage, setbacks from property lines)
- Infrastructure on site and within 100 feet of site (water, storm, sewer, power, edge of pavement, sidewalks, fire hydrants, driveways)
- Rockeries and retaining walls
- Existing parking spaces, dimensioned
- Existing contours, if available
- Other _____

D. Conceptual Site Plan. Show the proposal on 11”X 17” or 18”x 24” sheet size at the same scale as the Existing Features (1” = 20’ preferred]. Include:

- North arrow (with north oriented to the top, or left side, of the sheet)
- Site address. If no address give tax account number and ¼ section
- Name of project, if any
- Contact person – name, address, phone number, email
- All property lines, fully dimensioned
- Any proposed easements or right-of-way dedications
- New structures, existing structures to remain (list uses, gross square footage, setbacks from property lines)
- Proposed location of infrastructure (water, sewer, power, storm, new streets, sidewalks, hydrants and driveway cuts)
- Landscape areas (indicating width and area)
- Proposed rockeries and retaining walls
- Proposed contours (at a minimum spot elevations)
- Parking layout, dimensioned. Show handicap stall locations
- Other _____

The Existing Features and Conceptual Site Plan information may be drawn on one sheet provided the information is readily legible.

If you have any questions or want to confirm a meeting date, please contact the Planning Division at 425-744-6280.