

**Project Description and Signature Page for Online Pre-Application Submittal**

(Apply online through [permit portal](#))

DESCRIPTION OF PROPOSED USE AND PERMIT(S) SOUGHT – Please provide a brief, complete description of your proposal, including the proposed uses and the size of the project and site; construction phasing is applicable. If known, provide a list of permits sought.

(Attach additional pages if necessary):


**KEY INFORMATION DESIRED FROM PRE-APPLICATION MEETING**

Please indicate any key issues you wish to have addressed at the Pre-Application Meeting:


PLEASE READ, SIGN AND DATE:

*I hereby authorize City representatives to inspect my property Monday-Friday between the hours of 8 a.m. and 5 p.m. during this pre-application process for purposes of verifying site conditions.*

*I acknowledge that it is impossible for a pre-application conference to be an exhaustive review of all potential issues. I further acknowledge that any statements made by City representatives shall not bind the City's future review or enforcement of all applicable laws and ordinances.*

*No statements or assurances made by City representatives shall in any way relieve the applicant of his or her duty to submit an application consistent with all relevant requirements of city, state, and federal codes, laws, regulations and land use plans. Regulations and fees are subject to change and a proposal cannot be considered to be vested based on this information.*

**Property Owner's Signature (required):** \_\_\_\_\_ **Date**

**Applicant signature if different** \_\_\_\_\_ **Date**

Printed Name: \_\_\_\_\_



## INTAKE CHECKLIST

This intake checklist identifies the minimum elements necessary for the City of Port Townsend to respond to a Request for a Pre-application. **Should any of the following minimum items not be provided, the request will not be accepted at the counter.** Should you believe that an item is not applicable to your project, please contact the Development Services Department prior to submittal to have the item initialed as “not required”.

One (1) of each item on the list below comprises a set.

FOR ALL PRE-APPLICATIONS:		
<i>Applicant</i>	Submittal Requirement.	<i>Staff Use</i>
<input type="checkbox"/>	Completed Pre-Application Form (Pages 1-3)	<input type="checkbox"/>
<input type="checkbox"/>	Vicinity Map – <i>The Development Services Department can provide an 8.5 x 11-inch vicinity map showing existing topography, utilities and structures free of charge.</i>	<input type="checkbox"/>
<input type="checkbox"/>	Ownership Extent - All other properties owned by the applicant (or owner) within 200 feet of the proposal must be highlighted on the Vicinity Map.	<input type="checkbox"/>
<input type="checkbox"/>	Existing Conditions Map - (prepared consistent with the requirements listed below).	<input type="checkbox"/>
<input type="checkbox"/>	Site Plan - (prepared consistent with requirements listed below).	<input type="checkbox"/>
<input type="checkbox"/>	Pre-Application Fee - \$312.94 (Type I and II); \$514.90 (Type III)	<input type="checkbox"/>
<input type="checkbox"/>	Prior Recorded or Approval Documents - Copies of any conditions placed through any prior action of the City; e.g., subdivision, short plat, variance, conditional use permit, street vacation and/or planned unit development. (This information can be obtained from a title company, and a copy of any private easements or restrictions.)	<input type="checkbox"/>

### Requirements for Existing Conditions Map

<input type="checkbox"/>	North Arrow and Graphic Scale	<input type="checkbox"/>
<input type="checkbox"/>	Name, Address and Telephone Number of Property Owner / Applicant	<input type="checkbox"/>
<input type="checkbox"/>	Street Names, Road Easements and Easements of Record. Indicate roads as developed, undeveloped, or vacated (reference the Ordinance that vacated the street). Indicate existing driveways.	<input type="checkbox"/>
<input type="checkbox"/>	Existing Utilities	<input type="checkbox"/>
<input type="checkbox"/>	Topographic Contours	<input type="checkbox"/>
<input type="checkbox"/>	Show Significant Trees (Significant trees” are those with a minimum diameter of 12 inches measured at 4 -1/2 above average grade) and generally indicate existing vegetation (e.g., forest, meadow, cleared, landscaped)	<input type="checkbox"/>
<input type="checkbox"/>	Existing buildings and estimated year of construction	<input type="checkbox"/>

**Requirements for Site Plan**

<input type="checkbox"/>	North Arrow and Graphic Scale	<input type="checkbox"/>
<input type="checkbox"/>	Legal Description of subject property	<input type="checkbox"/>
<input type="checkbox"/>	Parcel Number of subject property	<input type="checkbox"/>
<input type="checkbox"/>	Name, Address and Telephone Number of Property Owner / Applicant	<input type="checkbox"/>
<input type="checkbox"/>	Existing and Proposed Streets. Indicate streets as existing developed, proposed (private/dedicated), or to be vacated. Indicate new driveways.	<input type="checkbox"/>
<input type="checkbox"/>	Existing and Proposed Utilities. Show location and size of existing and/or proposed utilities. (If a septic system is proposed, <i>contact the County's Environmental Health Department</i> ).	<input type="checkbox"/>
<input type="checkbox"/>	Proposed improvements (including buildings, parking, landscaped areas, demolition of existing structures)	<input type="checkbox"/>
<input type="checkbox"/>	Topographic Contours	<input type="checkbox"/>
<input type="checkbox"/>	Location of critical area boundaries and required buffers, if known.	<input type="checkbox"/>

**For Waterfront Property Site Plans, Add:**

<input type="checkbox"/>	Indicate Bank Height, Setback between building and top of bank or bluff, all Drainage Corridors, etc. Include all structures within 300 feet on either side and their setbacks.	<input type="checkbox"/>
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**For Proposals Involving Subdivisions/Binding Site Plans/Cottage Housing, Add:**

<input type="checkbox"/>	Property Lines and Dimensions, including all Interior Lot Lines.	<input type="checkbox"/>
<input type="checkbox"/>	All proposed Building Lines and Exterior Dimensions (including all proposed dwellings and accessory structures)	<input type="checkbox"/>
<input type="checkbox"/>	Setbacks from property lines and buildings including structures on neighboring lots - Indicate roof overhang - Roof overhang may extend into setback area a maximum of two (2) feet	<input type="checkbox"/>
<input type="checkbox"/>	Proposed or existing Driveways and/or Walkways	<input type="checkbox"/>
<input type="checkbox"/>	Significant Trees. "Significant trees" are those with a minimum diameter of 12 inches measured at 4 -1/2 above average grade. Indicate all significant trees proposed to be removed. Please refer to the Tree Ordinance (PTMC 19.06) for more information	<input type="checkbox"/>

**Multi-family Residential (5 units or more), Commercial and Mixed Use Development, Add:**

NOTE: these projects require Design Review, a separate process that requires submittal of floor plans showing room use, size, square footage, exits, occupancy and loads by level. If you already have preliminary building plans, you may submit them with this pre-application request.		
<input type="checkbox"/>	Number of Units Proposed:	<input type="checkbox"/>
<input type="checkbox"/>	Occupancy type and type of construction identified	<input type="checkbox"/>

