



Community Development Department

1309 Myrtle Avenue

Enumclaw, WA 98022

Phone (360) 825-3593

Fax (360) 825-7232

[www.cityofenumclaw.net](http://www.cityofenumclaw.net)

## Pre Application Information Sheet (7/07)

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### Purpose:

To acquaint the City of Enumclaw with a potential application and to acquaint the potential applicant with the requirements of the municipal, fire and building codes, the Comprehensive Plan and other relevant criteria and procedures.

This free service is provided by the City as a courtesy, and is not intended to be an exhaustive review of all potential issues. A pre application review does not bind or preclude the City from enforcing all applicable regulations or from applying regulations differently than what may have been indicated at the meeting or in the response letter.

This process is intended to be informational only, and ***under no circumstances*** would constitute an approval of any proposal.

### Procedure:

1. Submit a ***complete*** pre application request form and submittal requirements checklist, including detailed plans and a written statement.
2. A meeting will be scheduled between the pre application committee and the applicant within 7 -14 days of submittal, or as schedules allow. At this meeting staff will review the proposal with the applicant and provide comments.
3. In addition to providing comments and materials at the pre application meeting, staff will mail the applicant written feedback and any other necessary documents or materials. In most cases this will occur within 21 days of the meeting date.

### Some key things to remember:

The more detailed the information you submit for review, the more information staff can provide to you.

The property you are investigating may have private obligations, such as covenants, conditions and restrictions, to which the City is not a party and does not consider in its review.

The pre application review process is not intended to approve specific site plan proposals. This is accomplished ***only*** through formal filing, review and notice (as required) of the land use application as per prescribed procedures of the City Code.

Projects will have “vested” rights for development to current codes only upon having submitted a complete building permit or subdivision application, or following land use approval.

***Please be advised that a pre application request lacking the required information will not be accepted.***

Questions? Contact Jeramy Koepping, Assistant Planner, at  
(360)825-3593 xt5727 or [jkoeping@ci.enumclaw.wa.us](mailto:jkoeping@ci.enumclaw.wa.us)



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**Pre Application Request Form (7/07)**

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**APPLICANT:**

Check box if Primary Contact

COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
(CITY, STATE, ZIP) \_\_\_\_\_  
PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
CONTACT: \_\_\_\_\_

**APPLICANT'S REPRESENTATIVE:**

Check box if Primary Contact

COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
(CITY, STATE, ZIP) \_\_\_\_\_  
PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
CONTACT: \_\_\_\_\_

**PROPERTY OWNER(S):**

Check box if Primary Contact

COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
(CITY, STATE, ZIP) \_\_\_\_\_  
PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
CONTACT: \_\_\_\_\_

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**PROPERTY INFORMATION (REQUIRED)**

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**SITE ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_

**APN#**

\_\_\_\_\_

**EXISTING USE OF SITE:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## **PRE APPLICATION SUBMITTAL CHECKLIST (7/07)**

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### **PRE APPLICATION SUBMITTAL REQUIREMENTS**

- A. APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).
- B. PLANS AND GRAPHICS REQUIREMENTS CHECKLIST.** Provide **one (1) completed** copy of this two (2) page checklist.
- C. WRITTEN STATEMENT.** Provide **one (1) detailed** narrative description of the proposed project including, but not limited to; the changes to the existing site, structure, landscaping, parking, and land use.

### **PLANS & GRAPHICS REQUIREMENTS**

All plans, except architectural elevations, shall be to **engineering scale**. Architectural elevations may be drawn to an architectural scale.

- 1. PROPOSAL PLANS:**
  - A. Submit **two (2)** sheets with a size of **24" x 36"**.
  - B. Submit **one (1)** sheet with a size of **11" x 17"**.

***Please be sure that your plans include as much of the following information as possible.***

- 2. GENERAL INFORMATION:**
  - A. Proposed name of project (e.g., subdivision or business).
  - B. Vicinity map covering ¼ mile radius from the development site.
  - C. Area of the site (acres and square feet).
  - D. Scale and North arrow.

## **PRE APPLICATION SUBMITTAL CHECKLIST (7/07) continued**

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- 3. EXISTING LAND CONDITIONS:**
  - A. Existing topographical information, showing contours of 5 ft. or less.
  - B. Location of existing public and private utilities, and easements.
  - C. Location of on-site wetlands, upland wooded areas, riparian areas, rock out-croppings, and streams.
  
- 4. LAND USE AND TRANSPORTATION:**
  - A. Layout of existing parcels.
  - B. Configuration and dimensions of all proposed lots and tracts, including proposed park, open space, and drainage tracts or easements.
  - C. Location and dimensions of existing and proposed buildings, structures, off-street parking, internal circulation, and off-street loading.
  - D. Name and location of existing and proposed roadways and roadway easements (private and public) and surface material of these roads (e.g., gravel, asphalt or concrete pavement, etc.).
  - E. Location of existing and proposed on-site driveways, and existing off-site driveways across the street.
  - F. Location and width of existing and proposed bicycle facilities within one 100 feet of the site.
  - G. Location and width of existing and proposed easement for access, drainage, etc.
  - H. Location and width of proposed on-site public and private streets.
  - I. Location and width of existing and proposed off-site right-of-ways and roadways that will provide access to the site.
  - J. Location and species of proposed trees and other landscaping to be planted at the site.