



## PRE-APPLICATION MEETINGS

### DAYTON PLANNING DEPARTMENT

111 S. 1<sup>st</sup> Street, Dayton, WA 99328

Contact: 509-540-6747 or [kscharer@daytonwa.com](mailto:kscharer@daytonwa.com)

**Is a Pre-Application Meeting Required?** No. However, we encourage future applicants to contact the Planning Department to schedule a meeting with staff and local agencies.

Applicants for a building permit, rezone, conditional use permit, SEPA review, subdivision, variance, comprehensive plan amendment or other land use action, permit or approval may find it useful to request a pre-application meeting. The meeting provides you with an opportunity to discuss your proposal with staff prior to making an actual application. The meeting is optional and voluntary for City land use applications and permits.

#### **What is the Purpose of a “Pre-App” Meeting?**

- ✓ To acquaint City staff with a potential applicant and application;
- ✓ To acquaint the potential applicant with the requirements of the City Codes, the Comprehensive Plan, and other relevant criteria and procedures; and
- ✓ Provide a potential applicant with an early opportunity to identify potential major issues and discuss the City’s review processes to help expedite permit processing and approvals.

**Is there a Pre-App Meeting Fee?** There currently is a \$100 fee charged. However, should a land use application be filed as a result of the preapp, the City will credit \$100 towards covering the cost of the land use application. (No credits can be applied towards building permit fees as building permit fees are collected by the county.)

**What does a Pre-App Meeting not do?** A pre-app meeting does not:

1. Vest an applicant under the existing rules and regulations adopted by the City in effect at the time of the pre-app meeting;
2. Provide an exhaustive review of all potential issues;
3. Bind or preclude the City from enforcing all applicable regulations or from applying regulations in a manner differently than may have been indicated in the pre-app; and,
4. Constitute an approval of a proposal. The pre-app is intended to be informational only.

#### **What is the Pre-App Meeting Process?**

1. Submit a completed Pre-App Meeting form, together with narrative and plan information identified on the form and preapp fee.
2. Pre-app” meetings are scheduled through the Dayton Planning Department. Please submit the requested materials **a minimum of two weeks before an anticipated meeting date**. Currently the city does not have a standard day of the week or time for Pre-App meetings. Our goal is to hold meetings within two weeks of submittal.
3. At the pre-app, you will meet with staff representatives from the City’s Planning Department, Building Division, Public Works Department, Fire District 3 and Columbia County Sheriff’s Department. Should you wish to also meet with a representative of our Engineering Firm on contract, you will be billed for their review and meeting time.
4. After the meeting is held, you may choose to prepare a Pre-app meeting summary for review, comment and approval by those who attended the meeting. Such summaries help to assure good communications and understanding of the project and permit requirements.



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**PRE-APP SUBMITTAL FORM**

APPLICANT: \_\_\_\_\_  *Check box if Primary Contact*  
 COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ (CITY, STATE, ZIP) \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_

APPLICANT'S REPRESENTATIVE: \_\_\_\_\_  *Check box if Primary Contact*  
 COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ (CITY, STATE, ZIP) \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_

PROPERTY OWNER(S):  *Attach separate sheet if needed.*  *Check box if Primary Contact*  
 COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ (CITY, STATE, ZIP) \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_

*Note: An applicant or representative must have the property owner's signature(s) to file any future land use application and/or permit.*

I \_\_\_\_\_, request that a representative of the city engineering firm on contract attend the pre-app meeting and understand that I will be billed and am responsible for the costs to have the representative review this submittal and attend the Pre-app Meeting.

*Signed:* \_\_\_\_\_ *Dated:* \_\_\_\_\_

**A. PROPERTY INFORMATION**

SITE ADDRESS: \_\_\_\_\_  
 ASSESSOR'S PARCEL ID# \_\_\_\_\_  
 LOT SIZE \_\_\_\_\_ AREA TO BE DEVELOPED (s.f.): \_\_\_\_\_  
 EXISTING USE OF SITE \_\_\_\_\_  
 PROPOSED USE OF SITE \_\_\_\_\_

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**B. WRITTEN MATERIALS – Total of five (5) copies**

**APPLICATION FORM.** Provide a **completed** submittal form signed by the property owner(s) or applicant.

**WRITTEN STATEMENT.** Provide a detailed description of the proposed project or proposal including, but not limited to: the changes to the site, structure, landscaping, parking and land use.

**C. PLANS & GRAPHICS – Total of five (5) copies    **Fold all plans to fit a legal size file jacket.****

All plans, except architectural elevations, should be to scale (engineering scale) and should have a maximum sheet size of **24" x 36"** and a minimum sheet size of **11" x 17"**.

Architectural elevations may be drawn to an architectural scale and should have a maximum sheet size of **24" x 36"** and a minimum sheet size of **11" x 17"**.

**VICINITY MAP** showing parcels, streets, and key physical features (e.g. streams, lakes) within 500 feet on all sides of the proposed development site.

**PROPOSED CONCEPTUAL SITE PLAN:** Applicants are encouraged to provide as much information and detail as available. Below is a list of recommended items to be shown on a Conceptual Site Plan:

- Proposed name of project (e.g., subdivision or business).
- Area of the site (acres or square feet).
- Location of existing public and private utilities, easements, and 100-year floodplain (if known)
- Environmentally critical areas, see DMC Title 5.
- Location of on-site wetlands, upland wooded areas, riparian areas, rock out-croppings, and streams (if known).
- Configuration and dimensions of all existing and proposed lots and tracts, including proposed park, open space, and or drainage tracts or easements.
- Location and dimensions of existing and proposed buildings, structures.
- Internal circulation system, name and location of existing and proposed roadways and roadway easements (private and public).
- Location of existing and proposed on-site driveways and off-street parking Location of existing off-site driveways across the street.
- Location and width of existing and proposed on-site pedestrian and bicycle facilities on-site. Location and width of existing and proposed easement for access, drainage, etc.
- Location of existing and proposed trees and other landscaping to be planted at the site.

**PROPOSED ARCHITECTURAL ELEVATIONS** (if applicable and available)

Building height, direction each elevation will face, material elements (if known) and other features.

**D. SPECIFIC QUESTIONS**

All specific questions and issues you wish to have discussed at the Pre-Application Meeting should be attached on a separate sheet.