

# PREAPPLICATION CONFERENCE REQUEST FORM

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## ABOUT PREAPPLICATION CONFERENCES

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Preapplication Conferences should be requested during the more advanced stages of the planning process and must be done before an application can be submitted.

The conference allows the applicant to discuss the proposed project with City, Eastside Fire & Rescue, and local water & sewer district staff. Staff will provide comments designed to assist applicants in finalizing their development plans and preparing to submit their complete application.

Certain types of applications have their own Preapplication Conference Request Forms and may charge different fees. This includes the Unified Zone Development Plan Preapplication Conference and the [Site-Specific Land Use Map Amendment Docket Request Preapplication Conference](#).

## WHEN PREAPPLICATION CONFERENCES ARE REQUIRED

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Preapplication Conferences are required for all Type 2, 3, and 4 land use decisions. Additionally, [Sammamish Municipal Code 21.09.010\(C\)](#) outlines which types of Type 1 land use decisions are required to have Preapplication Conferences.

The City may decide to waive the Preapplication Conference requirement for some projects. Additionally, applicants may request to have the Preapplication Conference waived.

## APPLICANT RESPONSIBILITIES

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**Information provided by City staff as part of a Preapplication Conference does not guarantee project approval.** Applicants are responsible for completing all property and project-related research, preliminary design, providing all required supporting documentation, and submitting a complete application. The City strongly suggests applicants obtain the services of a qualified consultant to assist in resolving design issues.

## FEES

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The fee applicable to this request is a Preapplication Conference. [See current fee schedule.](#)

Requests must be received at least 10 business days before the desired conference date and are scheduled based on availability.

### Code Reference

Preapplication Conference  
[SMC 21.09.010\(C\)](#)

### Resources

[King County iMap](#)  
[Sammamish Property Tool](#)

### Questions?

[Submit Project Guidance](#)  
[Visit the Permit Center](#)

City of Sammamish  
801 228th Ave SE  
Sammamish, WA 98075  
[www.sammamish.us](http://www.sammamish.us)

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## APPLICANT INFORMATION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ Preferred Contact Method:  Phone  Email

## PROPERTY INFORMATION

Owner Name: \_\_\_\_\_ Owner Phone: \_\_\_\_\_  
Parcel Number(s): \_\_\_\_\_ Current Zoning: \_\_\_\_\_  
Site Description: \_\_\_\_\_

Critical Areas on or Near Property:  Yes  No

If yes, describe: \_\_\_\_\_

Proposed application(s): \_\_\_\_\_  
(e.g. Subdivision, Short Plat, Single Family Residence)

Does this property cross the King County Trail?:  Yes  No

## PREAPPLICATION CONFERENCE INFORMATION

Please identify the topics you would like to discuss during your Preapplication Conference.

- Building Requirements: Demolition
- Clear & Grade: Exceptions, restrictions
- Drainage: Drainage plans and reports
- Eastside Fire & Rescue: Access/fire sprinklers
- Environmental: Steep slope, erosion, erosion/wetland overlays, conservation areas, aquifer recharge areas, wildlife, wetland, stream
- Shoreline: Setback, Ordinary High Water Mark, permitted uses, variances, exceptions, docks
- Transportation: Concurrency, access, improvements, variation, traffic reports
- Water & Sewer
- Zoning: Setbacks, density, design standards, landscaping and/or parking
- Other: \_\_\_\_\_  
(Please Specify)

Applicant Attendees:

- Property Owner  Developer  Engineer  Architect
- Realtor  Attorney  Surveyor  Other: \_\_\_\_\_  
(Please Specify)

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## PREAPPLICATION SUBMITTAL CHECKLIST

A PDF of each document is required at time of submittal. Please label files as numbered and listed below:  
(For example: *02 Project Narrative*)

- 01. Completed Request Form
- 02. Project Narrative
  - Include brief overview of your project & summarize what you'd like to discuss at the conference
  - Describe how your project meets the development code
- 03. Project Guidance Notes
  - These are the notes provided to you by staff during project guidance
- 04. List of Questions
  - Provide a list of questions for discussion at the Preapplication Conference
- 05. Density Calculations (if applicable)
- 06. Site Plan (maximum size of 11" x 17" – [see example](#))

Identify the below elements on a proposed site plan:

  - Proposed name of project, parcel number, and area of the site (acres or square feet)
  - Location of existing public and private utilities, easements, and 100-year floodplain
  - Environmentally sensitive areas, as defined by [SMC 21.03.020](#)
  - Location of on-site wetlands, upland wooded and 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
  - 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

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## ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on [MyBuildingPermit.com](https://MyBuildingPermit.com).

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- 2 Select "Apply For Permit" and then select "Sammamish" as the jurisdiction.

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- 3 Select the following:

<u>Application Type</u> Land Use	<u>Project Type</u> Any Project Type	<u>Activity Type</u> Preapplication Services	<u>Scope of Work</u> Preapplication Meeting
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- 4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.