



## **CITY OF PASCO PRE-APP MEETING APPLICATION**

It is the City's intent to continue to evolve with their processes to best serve the public and provide staff with guidelines that help meet the needs for those developing within the City. This meeting differs from the "pre-planning" meeting mainly based upon the information required to be supplied by the applicant and the commensurate response by the City.

**PRE-APPLICATION MEETINGS:** City staff will conduct a "pre-application" meeting, with the applicant as described within this outline, based upon the level of development being performed. A pre-application meeting allows the applicant to submit project materials and questions to city staff for review prior to formal submittal. The pre-application meeting is intended to provide feedback for a project commensurate with the level of detail provided by the applicant.

**Process:** Meetings are to be held each week on Wednesdays only. There are 3 available timeslots from 10-10:40am, 11-11:40am and 12-12:40pm. These are first come first served. In order to be eligible for one of these timeslots the application, and all materials, must meet the requirements below and be accepted no later than 4:00pm the Tuesday one week before. Each meeting will be a maximum of 40 minutes and be led by City Staff. The meetings shall follow these guidelines:

- Introductions
- Responses of Applicant submitted questions from each City Staff representative
- Additional questions, as time allows, from the Applicant/Engineer/Developer

Each meeting will be recorded and provided to the Applicant along with the written responses to the provided questions.

The Applicant is limited to 3 persons total to take part in this meeting and is limited to 40 minutes total without exception. There are no additional meetings to be conducted for the same project.

The Pre-App City Representatives shall be from the following disciplines:

- Planning
- Engineering
- Building/Fire

**APPLICABILITY:** Residential, commercial, industrial, or public developments and are typically associated with Short Plat and Long Plats, Boundary Line Adjustments, Binding Site Plans, Tax Parcel Segregations, Special Permits, Vacations, and Right-of-Way Use Permits.

**REQUIREMENTS:** A detailed site plan of the proposed development is required meeting the guidelines defined within the City of Pasco Design and Construction Standards and Specifications for Public Works Projects found here:

<https://www.pasco-wa.gov/409/City-Standards-Specifications>

Once the Pre-App meeting has occurred the applicant will receive an email containing the audio recording from the meeting and the written answers to the questions provided by the applicant from the different disciplines previously described. The applicant can expect to have that correspondence within 5 days after the meeting.

**Questions:** Any questions should be directed to your assigned planner as one will be assigned to you to set up this Pre-Application Meeting.