CITY OF BUCKLEY

P.O. Box 1960 ◆ Buckley, WA 98321 ◆ (360) 829-1921 ext. 7801

www.cityofbuckley.com

Pre-application Request Form

File Number: _____

Zone: _____

Parcel Number(s): _____

Amount Received: _____

Date Amount Received: _____

Receipt stamp

TR# _____

NO WORK OR ACTIVITY MAY BE STARTED WITHOUT APPROVAL AND ISSUANCE OF A PERMIT.

This section of the permit application process is to provide basic information about the applicant and the proposal, billing information, the proposal's location, and to allow the city to address the applicant's issues and questions.

Please check billing address

☐ A. **Applicant:** Phone # _____

Name: _____

Address: _____

City, State, Zip: _____

E-Mail Address: _____

B. **Project Address and/or Location**:

_____

_____

Parcel ID Number: _____

☐ C. **Property Owner:** Phone # _____

Name: _____

Address: _____

City, State, Zip: _____

E-Mail Address: _____

☐ D. **Contractor/Agent**: Phone # _____

Name: _____

Address: Contractor Lic. # Or Consultant Business Name: _____

City, State, Zip: _____

E-Mail Address: _____

☐ E. **Contact Person**: Phone # _____

Name: _____

Address: _____

City, State, Zip: _____

E-Mail Address: _____

F. **Project Description/Activity**: _____

_____

_____

_____

_____

_____

Other information:

G. **Within 200 feet of the subject property, do you know or suspect the existence of the following:**

Streams Y N **Drainage Course** Y N **Wetlands** Y N

If yes, please describe:

H. **Will the project affect the flow of storm water across the property?** Y N

If yes, please show on the site plan the current drainage pattern and how the project will affect the flow and describe here:

I. **Please provide the following**:	**(for city only)**
1. Pre-application sketch or site plan (minimum scale 1"=200', 1"=50' preferred), whichever is appropriate	□ Included
2. Questions	□ Included
3. Environmental information about the parcel or adequate parcel history for city staff to answer questions	□ Included

J. **Possible questions and issues, please add (please circle the number of the questions you want answered):**	
1. Building code to plan under? Any amendments to the code by the city that would affect this project?	□ Yes □ No
2. Fire requirements – anything special for this project?	□ Yes □ No
3. Water availability? Where are the lines? What size?	□ Yes □ No
4. Sewer availability? Where are the lines? What size?	□ Yes □ No
5. Storm water available? Where are the lines? What size?	□ Yes □ No
6. Will off-site improvements be required?	□ Yes □ No
7. What do I need to know about the Public Works Standards (DGS)?	
8. What permit process or processes will I need?	□ Admin □ HE □ CC
9. Critical area permit (see application for list) required?	□ Yes □ No
10. Is a shoreline permit required?	□ Yes □ No
11. Will a land disturbing activity permit be required?	□ Yes □ No
12. Is State Environmental Policy Act (SEPA) required?	□ Exempt □ Not exempt
13. Will the project require design review?	□ Yes □ No
14. Making assumptions on how much staff time is needed for this review, what is the likely final cost for this permit?	$ to $
16.	
17.	
18.	
19.	
20.	

You will receive a summary sheet at the pre-application meeting.