

CITY OF BUCKLEY

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

www.cityofbuckley.com; <http://www.codepublishing.com/WA/Buckley/>



PRE-APPLICATION REQUEST FORM

File Number: _____

Zone: _____

Parcel Number(s): _____

Amount Received: \$310 (2-3 Staff) \$570 (3+ Staff)

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:**

C. **Parcel ID Number:**
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:**

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

(for city only)

Included
 Included
 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?
2. Fire requirements – anything special for this project?
3. Water availability? Where are the lines? What size?
4. Sewer availability? Where are the lines? What size?
5. Storm water available? Where are the lines? What size?
6. Will off-site improvements be required?
7. What do I need to know about the Public Works Standards (DGS)?
8. What permit process or processes will I need?
9. Critical area permit (see application for list) required?
10. Is a shoreline permit required?
11. Will a land disturbing activity permit be required?
12. Is State Environmental Policy Act (SEPA) required?
13. Will the project require design review?
14. Making assumptions on how much staff time is needed for this review, what is the likely final cost for this permit?
- 16.
- 17.
- 18.
- 19.
- 20.

Yes No
 Yes No
 Yes No
 Yes No
 Yes No
 Yes No

Admin HE CC
 Yes No
 Yes No
 Yes No
 Exempt Not exempt
 Yes No

\$ to \$

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