

# GUIDE TO PRE-APPLICATION CONFERENCES

## STEVENS COUNTY LAND SERVICES PERMIT CENTER

01/25/2010

Customer Service Bulletin # **G-4**

**WHAT IS A PRE-APPLICATION CONFERENCE?** A pre-application conference is a meeting between County staff and a project proponent that takes place before any permit application is made to the County for project approval. The purpose of a pre-application conference is to provide both the county staff and the applicant with an understanding and overview of:

- The county requirements applicable to the project and interpretation of the applicable rules and regulations;
- Any major areas of concerns the various County departments may have regarding the proposal;
- Basic design concepts of the proposal; and
- Helpful hints on preventing delays.

"Pre-Apps" are generally utilized by developers of commercial or industrial projects but can also be beneficial for proponents of residential subdivisions.

**WHO PARTICIPATES IN THE CONFERENCE?** Generally, the applicant and his agent (i.e., surveyor or general contractor) will meet with the following departments. We may also contact other agencies, such as WSDOT, Washington State Dept. of Health, the Stevens County PUD, or the local fire district for input.

- Stevens County Land Services – Building and Planning Divisions
- N.E. Tri-County Health District, Environmental Health Department
- Public Works Department (if necessary)

**AT WHAT POINT SHOULD I SCHEDULE A PRE-APPLICATION CONFERENCE?** You should schedule a conference when your plans have been developed to the point that major revisions will not be made to the proposal. County agencies can then review plans that have already been well thought-out and won't be subject to significant changes. Do not expect County staff to assist in the design of your project. The County's role in the review of development proposals and the pre-application conference is to respond to specific questions regarding applicable county codes, and identify areas of potential concern.

**WHEN *and* WHERE ARE PRE-APPLICATION CONFERENCES SCHEDULED?** The pre-apps are scheduled to provide County staff a minimum of three working days for review of your proposal, depending on availability of staff to attend the meeting. Pre-apps are normally limited to one-hour intervals and are held in the Courthouse Annex at 260 South Oak Street, in Colville. Parking is available in the Annex parking lot or on the adjacent streets.

A site plan and site analysis application must be submitted to the Planning Office for review so it can be completed prior to the pre-application conference. There is a \$30.00 fee for this review.

Fill out the "Pre-Application Conference Request" and the site analysis application with \$30.00 fee, and submit them, together with site plan and other materials, to the Land Services' Permit Coordinator. Please provide four copies of your site plan and any other application material you have developed (i.e., Environmental Checklist, conceptual drawings, proposed plat, etc.). The Permit Coordinator will confirm with you the date and time of the conference.

**FOR MORE INFORMATION OR AN APPOINTMENT, CONTACT:**

Katie Hoverter - Permit Coordinator  
Stevens County Land Services / Building Division  
215 South Oak Street  
Colville, WA 99114  
(509) 684-8325