



City of Newcastle
13020 Newcastle Way
Newcastle, Washington 98059-3030
(425) 649-4444
www.ci.newcastle.wa.us

Preapplication conference

What Is a Preapplication Conference?

The Preapplication Conference is a one-hour meeting required at the conceptual stage of project design between the developer's design team and the following City staff and public entities, as applicable to the proposed project:

- Planning Division, Department of Community Development
- Building Division, Department of Community Development
- City Engineer, Public Works Department
- Parks and Recreation
- Coal Creek Utility District

The meeting provides an opportunity early in the design phase for the applicant and the members of the design team to exchange information with City staff from all the departments that have review authority or interest in the development process.

When Is a Preapplication Conference Necessary?

Preapplication Conferences are *required* for projects that will need one or more of the following permits or approvals:

- Preliminary plat (subdivision)
- Short plat (subdivision of four lots or fewer)
- Binding Site Plan
- Residential Condominium Binding Site Plan Review Process
- Site Plan Review (multi-family development, new commercial construction, etc.)
- Conditional Use Permit
- Special Use Permit
- Development within the Community Business Center/Lake Boren Corridor Master Plan area
- Any project requiring a SEPA determination
- Type II Home Occupation Permit



What Is the Purpose of the Preapplication Conference?

The City's primary goal is to provide a service to its development clients that, through the exchange of information early in the design process, will result in a complete application and a quality design. To further this goal, City staff will identify the following information for the applicant:

- Required permits (subdivision, short subdivision, binding site plan, etc.).
- Overview of the applicable regulations.
- Recently adopted or anticipated changes to code and/or policies.
- Adopted policies of particular relevance to the proposed project.
- Any obvious code violations or conflicts with City plans and policies ("fatal flaws").
- Known site constraints.
- Information regarding any City plans that may affect the project, such as road widening.
- Information on project review timelines.
- Information on applicable fees and billing methods.
- Known impact fees and/or connection charges.

The Preapplication Conference *cannot* provide the following:

- A detailed plan review. This level of review is not appropriate until an application has been filed.
- Training in the City's codes. The applicant is responsible for acquiring all code information from City documents.
- A SEPA determination.
- Final approval.

Please note that the discussions at the conference shall not bind or prohibit the city's future application or enforcement of all applicable law since it is impractical for a preapplication conference to be an exhaustive review of all potential issues. NMC 19.09.010(C)

How Is a Preapplication Conference Scheduled and Confirmed?

Meetings are scheduled on Thursdays at 2 p.m. by appointment and are held at City Hall, 13020 Newcastle Way, Newcastle, Washington. Please submit: • 1 copy of the attached information sheet and • 8 copies of a vicinity map (8 ½" x 11"), which shows the property (labeled with approximate street address and tax parcel number) and the immediately surrounding area. You will then be contacted to set up the conference.



What Should Be Brought to the Preapplication Conference?

Please bring 2 copies of *full size* plans to the meeting. The following plans are required:

- Preliminary site plan.
- Simple site and/or building section.
- Conceptual building elevations or perspective sketch (not required for preliminary plat or short plat proposals).

Is There a Fee for This Service?

The City does not charge for the first one-hour preapplication conference. A flat per hour fee will be charged once review time has exceeded the initial 60 minutes, or if a second preapplication conference is requested for the same parcel.



Conference Date and Time:

PLEASE COMPLETE THE FOLLOWING:

1. **Property Address** _____

Parcel Tax Identification Number _____

2. **Applicant Name** _____ Phone # _____

Address _____ City, State, Zip _____

E-Mail Address _____ FAX # _____

3. **Property Owner** _____ Phone # _____

4. **Project Information:**

Site Zoning: _____

Site Area: _____

No. of Residential Units or Lots, if applicable: _____

Proposed Uses(s): _____

Sensitive Areas (steep slopes, wetlands, streams, erosion hazard areas, etc.) on or near site? _____

Please provide any additional pertinent information (existing building area, new building area, area of building demolition, proposed building height, construction type, proposed number of parking stalls, etc.). _____

5. **Questions/Concerns:**

Please list any specific questions or concerns that you have concerning your project: _____

Applicant Signature _____ **Date** _____