



CITY OF PORT ORCHARD

Permit Center

Office located at 720 Prospect Street
Mailing address: 216 Prospect Street
Port Orchard, WA 98366
(360) 874-5533 • permitcenter@cityofportorchard.us

PRE-APPLICATION MEETING FORM

For Staff Use Only

File #:

Receipt #:

1. PROJECT INFORMATION:

Description of Proposal (Please provide a summary description from your project narrative):

Site Address/ Location:

Tax Parcel Number(s):

Existing Use of Property:

Property Size (Provide total acres for multiple parcels):

Sewer Provider:

Water Provider:

Is there a well on the property? Yes No

Is septic on the property? Yes No

Zoning Designation:

Overlay District Designation:

Comprehensive Plan Designation:

Is the project within the floodplain? Yes No

Is the project within 200' of the shoreline? Yes No

These surface waterbodies are on or adjacent to the property: (check all that apply)

Saltwater Creek Pond Wetland None

Does the project include new construction within 200' of a geologically hazardous area? Yes No

To assist us with scheduling your meeting, please provide the following information:

How many will be attending in your party? _____ Will your Attorney be attending? Yes No

2. CONTACT INFORMATION.

A. Applicant Information. To be completed by the person submitting this application.

Are you the owner of the property? Yes No

Are you the primary contact* for this application? Yes No - If you checked No, complete Section B below.

Applicant Name:

Applicant Company Name:

Mailing Address (street, city, state, zip):

Phone:

Email:

Signature:

Date:

Contact Information continued on next page.

B. Primary Contact Information.* *Provide information for the primary contact if different than the Applicant.*

Are you the owner of the property? Yes No

Primary Contact Name:

Primary Contact Company Name:

Mailing Address (*street, city, state, zip*):

Phone:	Email:
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C. Owner Information. *Complete this section if applicable.*

Owner Name:

Owner Company/Corporation Name:

Mailing Address (*street, city, state, zip*):

Phone:	Email:
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***Primary Contact.** The primary contact is the person listed as the Applicant unless a different person is listed in Section B above. The Permit Center will email or call the primary contact with information, questions about the application, or to schedule the meeting. The primary contact is responsible for communicating information and coordinating the meeting appointment with all application-related parties. The primary contact must ensure their contact information is accurate and that their email account accepts Permit Center email.

3. SUBMITTAL REQUIREMENTS.
NOTE: *Electronic submittals are required. Contact the Permit Center for formatting and resolution requirements. Check the box for each item included with this application:*

<input type="checkbox"/>	Pre-Application Meeting form. Complete pages 1 and 2. (<i>Guidelines sheet is not required</i>)
<input type="checkbox"/>	Drawings of the proposal. General requirements:
<input type="checkbox"/>	Must include north arrow and map scale.
<input type="checkbox"/>	Must be legible when printed at 11" x 17".
<input type="checkbox"/>	Site Plan, existing. Show general characteristics and existing structures on the project site.
<input type="checkbox"/>	Conceptual Site Plan. Show:
<input type="checkbox"/>	Location of utilities, stormwater drainage, lighting, road and sidewalk improvements.
<input type="checkbox"/>	Setback measurements from property lines and buffer areas for proposed structures.
<input type="checkbox"/>	Preliminary Architectural Drawings.
<input type="checkbox"/>	A Project Narrative:
<input type="checkbox"/>	Describe the type of development proposed, including proposed uses and estimated density.
<input type="checkbox"/>	Identify any requests for deviation from code requirements.
<input type="checkbox"/>	Address issues applicable to your project. See the attached <i>Pre-Application Meeting Guidelines</i> for some typical questions that may apply to your proposal.
<input type="checkbox"/>	Other documentation that may help acquaint staff with your proposal.

PRE-APPLICATION MEETING GUIDELINES

The City of Port Orchard offers a process for an applicant to discuss a proposal with staff prior to submitting a permit application. The intent of the meeting is for the applicant to meet simultaneously with staff from the City's Department of Community Development, Public Works Department / Engineering Division, the Fire Official, and other applicable jurisdictional representatives to discuss existing regulations that would affect the proposal, the steps in the application process, possible timeline for project review, and other information that may help the applicant submit a complete application.

Your pre-application meeting will be scheduled at least two weeks after the complete application, required documents and fees are submitted. This is to allow time for staff to review the project and be better prepared to answer your questions. Scheduling depends on available time slots.

Meetings are held via video teleconferencing. If you believe your meeting cannot be conducted electronically, please call our office and we will do our best to create a solution to address your needs.

Below are some typical pre-development topics that can help staff to become acquainted with your proposal. Consider addressing the following in your narrative, as applicable to your project.

- How are drainage and storm-water quality and quantity controlled on the site?
- Are there existing buildings on the site that will require demolition or remodeling?
- Are there any existing environmental hazards that need to be dealt with, such as asbestos or lead paint?
- Are there underground fuel tanks, a well or septic systems on the property?
- Will grading of the site be required? If so, what is the approximate total amount that will be graded?
- Are there wetlands or shorelines on the site, or any other environmental features?
- How will parking be handled? Is there adequate parking on the site and what are the connections from the site to the surrounding streets?
- What landscaping is proposed for the site?
- Will the project be accessible to persons with disabilities?
- What street frontage improvements will be provided?
- Are the necessary utilities available (water, sewer, power, and franchise utilities)?
- Will there be sufficient water available to meet the requirements for fire flow for the project?
- Is there sufficient emergency vehicle access to the site?
- Are there steep slopes on the site? Is a geotechnical report required?
- What is the proposed lighting for the project?

The staff at the City of Port Orchard looks forward to helping you meet your goals, and to meeting with you to review your development proposal. For more information, please call (360) 874-5533.