



Town of Ruston Pre-Application Conference

The Town of Ruston offers a pre-application conference to any interested parties. This forum allows an opportunity for those interested in developing a parcel (constructing a new structure, renovating an existing structure, subdividing or rezoning a parcel, applying for a Master Development Plan, etc.) to sit down and discuss their proposal with the Town's staff members who normally review these types of projects.

Along with the completed Pre-Application Conference application, please submit electronic copies in PDF format of the following:

- 1) A cover letter describing the nature of the proposal
- 2) Scaled site plan drawing
- 3) A list of questions and/or concerns that you would like staff input on

The more detailed the submitted information, the greater the depth to which staff can review and comment.

Upon receipt of the application and documents listed above, you will be scheduled for the next available time slot for pre-application conferences, which typically occur on the first Tuesday of each month.

Please note that it is impossible for the conference to be an exhaustive review of all potential issues. The discussion at the conference, or the information provided to the applicant at the conference, does not bind or prohibit the Town from future application or enforcement of applicable law.

If you have any questions or concerns about the above requested information, please do not hesitate to contact Rob White, Town Planner, by e-mail at robw@rustonwa.org.

**Pre-Application Conference Request
 Application and Submittal Checklist**

Project Location (address and parcel number)	Permit Number (staff use only)
Applicant Name	Project Name (staff use only)
Applicant Mailing Address	Applicant Phone
	Applicant E-mail Address

I certify that I have read and examined this application and have completed it with information that I know to be true and correct. I also give permission for Town employees to enter the site to perform any necessary inspections.

 Applicant Signature

 Date

Applicant Checklist for Street Excavation - (Please see RMC 14.08 for additional details)

Yes		Included?		
		Yes	Need	N/A
<input type="checkbox"/>	Review Fee Deposit (\$500, as per Resolution 499)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Project Description. A written description of the proposed project.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Site Plan. A proposed site plan showing the location of the affected lot, building(s), sign(s), and utilities.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Meeting Questions. Please provide a written list of any questions or concerns that you would like to discuss with the Town staff at the meeting.	<input type="checkbox"/>	<input type="checkbox"/>	

Please submit this completed application along with all required materials to the Town Planner at robw@rustonwa.org, or to the Town Clerk at 5117 North Winnifred, Ruston, WA 98407.

staff use only