



King County
Department of Development and Environmental Services
 900 Oakesdale Avenue Southwest
 Renton, Washington 98057-5212
 206-296-6600 TTY Relay: 711

Pre-Application Limited Meeting Request Form

Print on legal-size (8½ x 14”) paper only.

Pre-Application Limited Meeting Request Form

Pre-Application Limited Meetings are intended for those applicants who wish to meet with a limited number of reviewers prior to preparing and submitting an application for a building permit. Pre-Application Limited Meetings are designed for proposals that are extremely limited in scope or are conceptual in nature where an applicant wants the feedback of only one or two DDES review disciplines. These meetings are held at the applicant's request, typically with one or two reviewers and are preliminary in nature. They are not intended to fulfill any mandatory pre-application meetings required for permit submittal. See King County Code (K.C.C.) 20.20.030. Please complete the Request Form below to meet with the appropriate reviewer(s) who will answer your project questions.

(to be filled out by King County DDES)			
Pre-Application Number	Reviewer(s) Assigned	Date Assigned	Meeting Date

Please Print:

Applicant Name:	Date:
Mailing Address:	Phone: Fax: E-mail:
Project Name and Description:	
Project Address/Location:	Parcel Number(s):

Please select the review discipline(s) you wish to discuss. (Limit is two disciplines):

- | | | |
|--|--|--|
| <input type="checkbox"/> Building Issues | <input type="checkbox"/> Traffic Issues | <input type="checkbox"/> Wetland/Stream Issues |
| <input type="checkbox"/> Fire Issues | <input type="checkbox"/> Zoning/Parking Issues | <input type="checkbox"/> Grading Issues |
| <input type="checkbox"/> Drainage Issues | <input type="checkbox"/> Geotechnical Issues | <input type="checkbox"/> Other: _____ |

Questions for the reviewer(s):

Prior to meeting with the reviewer(s), the fee of \$535.50 per DDES staff person attending, plus a \$116.55 Permit Administration fee shall be submitted with this completed form. Please make checks payable to "King County Office of Finance." This fee may be submitted with the completed forms via mail or in person. Once the completed form, project proposal documents, and fee are received, the appointment to meet with the appropriate reviewer(s) will be scheduled with the applicant by DDES staff.

Critical Area Disclaimer:

The undersigned applicant acknowledges:

1. *That to the best of the applicant's knowledge, any critical areas on the development proposal site have not been illegally altered; and*
2. *That the applicant has not previously been found in violation of critical areas regulations for any property in King County, or alternatively, that if there have been any violations, such violations have been cured to the satisfaction of King County.*

By signing this form below, the applicant accepts **financial responsibility for all fees** associated with this action and will be mailed any refunds or invoices to the address above. The applicant also acknowledges that information provided at this meeting is subject to change if undisclosed features and/or issues are discovered on the subject property at a later date.

Signature of Applicant	Print Name	Date
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Pre-Application Limited Meeting Instructions

Services Available at DDES

DDES offers many free informational bulletins that deal with construction and land use issues, which may answer your questions. These bulletins are available:

- From the DDES Web site at www.kingcounty.gov/permits
- In the lobby at our main office located in Renton
- By calling Customer Service at 206-296-6600 and requesting them

If you have reviewed the information in these informational bulletins and would like to meet with one or two DDES staff members, a Pre-Application Limited Meeting may be the right choice for you.

A Pre-Application Limited Meeting is an opportunity to meet with one or two DDES code experts to discuss your particular project. This option can be useful whether you are still in the early planning stages for feasibility, or you are almost ready to submit your application. The fee charged for this service is \$535.50 for each DDES staff person attending, plus a \$116.55 Permit Administration fee. Please make checks payable to "King County Office of Finance."

If appropriate, a Fee Quote can be requested after the Pre-Application Limited Meeting for the proposal. A Fee Quote cannot be prepared as part of this application if the proposal triggers the threshold for a mandatory pre-application meeting set forth in K.C.C. 20.20.030.

How is a Pre-Application Limited Meeting different from the standard or more traditional pre-application meeting? A Pre-Application Limited Meeting is designed to be a one-on-one, limited scope meeting versus the more traditional and more involved DDES voluntary or mandatory pre-application meeting which brings together staff from many different disciplines to work with you on your project.

If a Pre-Application Limited Meeting is the right choice for you, please complete the following checklist:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Fill out the form on the back side (page one) of this document |
| <input type="checkbox"/> | Bring or mail to:
King County DDES
Attn: Permit Center
900 Oakesdale Ave. SW
Renton, WA 98057-5212 |
| <input type="checkbox"/> | Include with the completed request form – two sets of the documents you wish to discuss with staff. Examples of documents would include a detailed project description and summary, proposed site plan, building plans, calculations, photographs, site reports, legal description, etc. |
| <input type="checkbox"/> | The fee for this service is \$535.50 for each DDES staff person attending, plus a \$116.55 Permit Administration fee. Please make the check payable to, "King County Office of Finance." |

The purpose of a pre-application conference is to review and discuss the application requirements with the applicant and provide comments on the development proposal. Information provided by King County Development and Environmental Services (DDES) staff, written or verbal, prior to, during or after pre-application processes is preliminary in nature and subject to changes in codes and regulations until such time that a formal building permit application is submitted and deemed complete. The applicant is responsible for determining whether a development proposal complies with applicable codes and regulations. The pre-application process is not intended to provide assurances that a development proposal will be approved by King County.

Check out the DDES Web site at www.kingcounty.gov/permits