



## TECHNICAL REVIEW (pre-app) MEETING REQUEST

PROJECT: \_\_\_\_\_

LOCATION OF PROJECT: \_\_\_\_\_

PARCEL NUMBER(S): \_\_\_\_\_

BRIEF DESCRIPTION OF PROJECT (Size, Scope, etc.): \_\_\_\_\_

APPLICANT: \_\_\_\_\_ Agent/Contact Person: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NUMBER OF REPRESENTATIVES IN ATTENDANCE: \_\_\_\_\_

Will your project utilize or benefit from fiber optics/telecommunication infrastructure?  YES |  NO

Applications are processed on a first-come, first-served basis. The first available meeting date will be scheduled at the time of submittal. **Please submit the application and materials listed below in pdf format to [kimo@burlingtonwa.gov](mailto:kimo@burlingtonwa.gov).** Materials must be received at least **10 days prior** to the meeting date. Plans must be a minimum size of 11 x 17", but if more detail is needed, please submit full sized plans directly to the office.

1. Project Description/Narrative
2. Site plan (to scale, with dimensions)
3. Vicinity map
4. Plans (if available)
5. List of questions what information do you wish to gain from this meeting; i.e. zoning, drainage, building code, street improvements, fire flow requirements, etc.?

Meetings are held the **first and third Wednesday of each month** with the first meeting scheduled to start at 10:00 a.m. Representatives from the applicable City departments will be in attendance. Due to the number of agenda items, discussion will generally be limited to 30 minutes per project. However, if you feel you may require additional time, please inform our office so we may adjust the schedule accordingly.

**Staff Contact:** Kim O'Hara, Permit Center Manager (360) 755-9717 or email: [kimo@burlingtonwa.gov](mailto:kimo@burlingtonwa.gov)

### STAFF USE ONLY:

Scheduled Date of Meeting: \_\_\_\_\_ Time: \_\_\_\_\_

## TECHNICAL REVIEW (pre-app) CHECKLIST FOR:

### *Subdivisions, Short Plats, Rezones, Conditional Use, Shoreline Permits & other projects*

#### CONCEPTUAL SITE PLAN – Site plan and conceptual lot configuration showing:

- North arrow, Scale, Date
- Existing parcels assembled, existing zoning and comprehensive plan
- Vicinity map
- Existing sanitary, septic system(s) and/or well(s), buildings
- Proposed connection to existing road system
- General dimensions of lots, right-of-ways, easements, lot layout
- Existing elevation contours
- Streams, wetlands and any other critical areas generally known within 100 feet of the project site
- Flood areas
- Proposed new internal roads
- Proposed elevation contours
- Conceptual drainage proposal showing collection, detention and discharge

**SITE DESCRIPTION** – A brief, written site description describing parcel conditions (soils, drainage, topography, wetlands, streams, vegetation, wildlife, surrounding land use, traffic patterns, nearest schools, bus stops, walkways and any other unique characteristics of the site). Please also include any other known land use activities or permits, which may affect the process.

1. Identify utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, fiber optics, other.
2. Identify public streets and highways serving the site, and describe proposed access to the existing street system.

**PROJECT DESCRIPTION** – A brief, written description of the proposed development objectives: for subdivisions, project feasibility, housing type objectives (townhouses, duplexes, zero-lot line, etc.), development themes, and others.

1. Proposed project timing or schedule (including phasing, if applicable):
2. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal?
3. How many vehicular trips per day would be generated by the completed project?
4. Will the proposal require any new roads or streets, or improvements to any existing roads or streets?

Please include what you see as key issues or specify questions that you have about the property that you would like the staff to respond to at the pre-application meeting. ***The more information you provide in your Technical Review pre-application submittal package, the more feedback you will get from your project team to help you towards finalizing your application.***

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**NOTE: THE TECHNICAL REVIEW COMMITTEE (PRE-APPLICATION) MEETING IS A GENERAL INFORMATION MEETING ONLY AND IS NOT MEANT TO CONSTITUTE APPROVAL OF THE PROJECT OR ANY FEATURES CONTAINED THEREIN.** *It is not intended to itemize every requirement for the project. Information obtained by staff at the meeting will be used to determine specific requirements, and the extent of abutting and/or off-site street improvements which will be determined subsequent to site visits, study of regional issues and receipt of project drawings completed to at least the 30% level. Information obtained in this meeting is based on the size and scope of the project represented at this meeting, and any deviations and/or changes to the size or scope of the project may result in additional requirements from various City departments.*