

Pacific County Department of Community Development

PLANNING • ENVIRONMENTAL HEALTH • BUILDING

Long Beach Office 360-642-9382

South Bend Office 360-875-9356

PRE-APPLICATION CONFERENCE WAIVER GUIDELINES

A. Pre-application review is not intended to provide an exhaustive review of all the potential issues that a given application could raise. Pre-application review does not prevent the County from applying all relevant laws to the applicant. The purposes of pre-application review are:

- To acquaint County agency staff with a sufficient level of detail about the proposed development to enable staff to advise the applicant accordingly;
- To determine general consistency with any relevant comprehensive plan and development regulations;
- To identify applicable regulations and permit needs, including permit fees;
- To identify permits/requirements from other agencies, to the extent known;
- To provide early identification of study requirements, issues, and potential mitigation requirements;
- To acquaint the applicant with the applicable requirements of local ordinances and other law; and
- To provide an opportunity for other agency staff and the public to be acquainted with the proposed application and applicable law. Although members of the public can attend a pre-application conference, it is not a public hearing, and there is no obligation to receive public testimony or evidence.

B. Pre-Application review is required for Type II or III applications unless:

- Ordinance 177 or the review authority expressly exempts the application(s) in question from pre-application review; or
- The applicant submits a completed form provided by the review authority requesting waiver of pre-application review and the waiver is granted. The form shall state that waiver of pre-application review increases the maximum time for review for technically complete status and increases the risk the application will be rejected or processing will be delayed. Pre-application review generally should be waived by the review authority only if an application is relatively simple.

C. To initiate pre-application review, an applicant shall submit a completed form provided by the review authority for that purpose, the required fee, and all information required by the relevant section(s) of County ordinances and other applicable regulations. The applicant shall provide one (1) copy of information that does not pertain to subdivisions, nine (9) copies of information pertaining to short subdivisions, and fifteen (15) copies of information pertaining to subdivisions.

D. Information not provided on the form shall be provided on the face of the preliminary plat, in an environmental checklist, or on other attachments. The review authority may modify requirements for pre-application materials and may conduct a pre-application review with less than all of the required information. However, failure to provide all of the required information may prevent the review authority from identifying all applicable issues or providing the most effective pre-application review.

E. Within twenty-one (21) calendar days after acceptance of an application for pre-application review, the review authority shall schedule a pre-application conference or exempt the application from pre-application review.

F. The review authority shall coordinate the involvement of agency staff responsible for planning, development review, roads, utilities and other subjects, as appropriate, in the pre-application review process. Relevant staff shall attend the pre-application conference or shall take other steps to fulfill the purposes of pre-application review.

G. The pre-application conference should be held as soon as practicable after the review authority accepts the application for pre-application review.

H. Within fourteen (14) calendar days after the date of the pre-application conference, the review authority shall mail to the applicant, and to other parties who submit a request in writing, a written summary of the pre-application review. The written summary generally shall do the following to the extent practicable given the information provided by the applicant:

- Summarize the proposed application(s):
- Identify the relevant approval criteria and development standards in County ordinances or other applicable law, and delineate exceptions, adjustments or other variations from applicable criteria or standards that may be relevant;
- Evaluate information the applicant offered to comply with the relevant criteria and standards, and identify specific additional information that is needed to respond to the relevant criteria and standards or that is recommended to respond to other issues;
- Identify applicable application fees in effect at the time, with a disclaimer that fees may change;
- Identify information relevant to the application that may be in the possession of the County or other agencies of which the County is aware, such as:
 1. Comprehensive plan map designation and zoning of the property subject to the application and of the surrounding vicinity;
 2. Physical development limitations, such as steep or unstable slopes, critical areas and natural resources on site, wetlands, well-head protection areas, water bodies, and water availability that exist on the property subject to the application and on the surrounding vicinity;
 3. Those public facilities that will serve the property subject to the application, including fire services, roads, and if residential, parks and schools, and relevant service considerations, such as minimum access and fire flow requirements or other minimum service levels; and
 4. Other applications that have been approved or are being considered for land in the vicinity of the property subject to the proposed application that may affect or be affected by the proposed application.

I. An applicant may submit a written request for a second pre-application conference within one (1) calendar year after an initial pre-application conference. There is no additional fee for a second conference if the proposed development is substantially similar to the one reviewed in the first pre-application conference or if it reflects changes based on information received at the first pre-application conference. A request for a second pre-application conference shall be subject to the same procedure as the request for the initial pre-application conference.

J. A new request for, or waiver of, pre-application review for a given development shall be filed unless the applicant submits a counter complete application that the review authority determines to be substantially similar to the subject of a pre-application review within one (1) calendar year after the last pre-application conference or after approval of waiver of pre-application review.

For additional information about the Pre-Application Conference Waiver, Pacific County Ordinance 177, please contact a Planner at our Long Beach office (360) 642-9382 or South Bend office (360) 875-9356.



Pre-Application Conference Waiver
Pacific County Department of Community Development
Internet Address: www.co.pacific.wa.us

OFFICE USE ONLY

REQUIRED INFORMATION

Tax Parcel ID Number:

Property Owner:

Applicant:

Phone:

Fax:

Email:

Please check the box type(s) of application you are requesting a pre-application conference waiver from.

TYPE II APPLICATIONS

- ☐ Flood Plain Variance
- ☐ Critical Areas & Resources Lands Variance /Viable Use Exception
- ☐ Special Use Permit
- ☐ Short Plat Variance
- ☐ Large Lot Subdivision
- ☐ Residential Shoreline Substantial Development Permit
- ☐ Wetland Mitigation Bank
- ☐ Administrative Variance (11-25%)

TYPE III APPLICATIONS

- ☐ Oysterville Design Review Board
- ☐ Non-residential Shoreline Substantial Development Permit
- ☐ Zoning Variance
- ☐ Conditional Use Permit
- ☐ Binding Site Plan
- ☐ Subdivision
- ☐ Rezone (Site Specific)
- ☐ Vacation/Alteration of a Subdivision

I understand the waiver of a pre-application conference increases the maximum time for review for technically complete status and increases the risk the application will be rejected or processing will be delayed.

Authorized Signature:

Print Name:

Date:

SOUTH BEND OFFICE

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LONG BEACH OFFICE

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