



PRE-APPLICATION MEETING REQUEST

Preliminary Application File #:

Date:

PROJECT

PROJECT NAME:

PROJECT ADDRESS:

TAX ASSESSOR'S ID #:

BRIEF DESCRIPTION:

PROPERTY OWNER

NAME:

PHONE:

ADDRESS:

FAX:

CITY:

STATE:

ZIP:

E-MAIL:

APPLICANT

NAME:

E-MAIL:

PHONE:

APPLICANT SIGNATURE

SIGNATURE:

DATE:

For Office Use Only

TYPE I

TYPE II

TYPE III

TYPE IV

TYPE V

PROJECT PLANNER:

MEETING DATE/TIME:

INTAKE DATE:

NOTES:

PLEASE SUBMIT the following information and a completed pre-application meeting request form to the Planning, Building and Public Works Department by email at DMPlanning@desmoineswa.gov. Pre-application meetings are usually held on Wednesdays at 1:30 and 2:45 p.m. for one hour, **two weeks from the date that a complete pre-application package is submitted. At this time pre-app meeting are virtual.**

The Planning, Building and Public Works Department will review your preliminary application information prior to formal submittal of an actual land use application package and fee payment. While we will attempt to cover as many of the planning-related aspects of your proposal as possible during the meeting, subsequent review of a complete application may reveal issues not identified during this initial review. This meeting is advisory only. The applicant is responsible for ensuring that any formal application submitted in the future complies with the code requirements in effect at the time of submission. Please keep in mind the caliber of staff comments you receive will be directly related to the amount and detail of preliminary application information provided to us. It benefits you to provide as much information as you possibly can.

PRE-APPLICATION CONCEPTUAL PLAN REQUIREMENTS

VICINITY MAP

STREETS

(Private or public): location of subject site with respect to the nearest street intersections, alleys and other rights of way serving site.

TITLE POLICY

Research and illustration of all encumbrances affecting property as shown in schedule B of the Title Policy.

UTILITIES

Location of existing and proposed utility poles, fire hydrants, and other utilities.

GRADES

Show site grades greater than 15% at 5' intervals; less than 15% at 2' intervals.

DRAINAGE

Location of any known open or closed drainage conveyances, stream, wetland, or seepage area.

CONCEPTUAL SITE PLAN

- a. Date, scale and north arrow (oriented to the top of the plan sheet)
- b. Subject property with all property lines, adjacent streets and easements dimensioned and identified (differentiate new lot lines from existing lot lines)
- c. Show dimensioned footprints, square footage and setbacks to property lines of all buildings on site, existing and proposed
- d. Lot area square footage
- e. Proposed parking areas with dimensions
- f. Proposed point of egress/ingress
- g. Internal roads and radii
- h. Square footage of existing and proposed on-site impervious surfaces
- i. Generalized floor plan with occupancy identification
- j. Elevation with building height dimensions from existing grade to building roof peak
- k. Natural features such as streams, lakes and wetlands
- l. Proposed landscaping
- m. Shoreline Ordinary High Water Mark, if applicable

NARRATIVE

Please submit a letter referencing the location of the property and a DETAILED description of the project proposal. Indicate any area(s) of special concern and questions that you particularly need to be addressed.