


Return your conference application to Community Development Department

1321 S Market Blvd. Chehalis, WA 98532

(360) 345-2229

www.ci.chehalis.wa.usemail: comdev@ci.chehalis.wa.us

JOB SITE ADDRESS: _____

PARCEL #: _____

APPLICANT / CONTACT PERSON:

NAME: _____

ADDRESS: _____

CITY/ST/ZIP: _____

PHONE#: _____

EMAIL: _____

CONTRACTOR / ENGINEER / SURVEYOR:

COMPANY NAME: _____

CONTACT NAME: _____

ADDRESS: _____

PHONE #: _____

EMAIL: _____

CONTRACTORS L&I #: _____

Is the property owner the same as the contact person?

Yes ☐No ☐**DETAILED PROJECT DESCRIPTION:**

Verbal comments made during discovery are not binding. Only the plan(s) submitted will be reviewed for compliance with applicable codes. By signing below, I grant permission for City of Chehalis employees to enter and remain on the property for the purpose of review and approval of this proposal and to conduct inspections related to this proposal.

<u>Signature:</u>	<u>Date:</u>
<u>Name (print):</u>	<u>Telephone #:</u>

Office use only	
Received by:	Date Received:
Parcel #:	
Permit #:	
Zoning:	
Flood Zone: Yes No	
Zone Classification:	



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1321 S. Market Blvd., Chehalis, WA 98532
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Pre-Application Conference Request

Dear Customer:

Thank you for your interest in the City of Chehalis. The City's pre-application conference process is designed to provide you with the requisite level of information necessary for you to submit a complete application package that will facilitate a thorough and expedient permit review for your project. Representatives from the City's planning, engineering and fire department will attend the pre-application meeting. The objective is to provide you with guidance related to the necessary information, studies and various permit review process that may be required for your specific project.

The following list contains important information regarding the pre-application meeting process:

1. Pre-application meetings are held on a weekly basis on Wednesday mornings. Scheduling of these meetings is subject to the availability of staff and meeting time slots.
2. Pre-application meetings are scheduled approximately two weeks in advance from the date the pre-application meeting packet is submitted. Submittals shall be electronic and pdf formatting.
3. Be advised that the City of Chehalis is a public entity and information exchanged in the pre-application meeting process is considered public information and subject to public disclosure requests.
4. Information conveyed by staff during the pre-application meeting is in response to the materials submitted by the applicant. Any changes to the plans, incomplete or incorrect submittal information may invalidate the information conveyed during the pre-application meeting.
5. A pre-application meeting is not intended to provide analysis relative to a proposed project, but to provide you with elements, issues, and information that are required and will allow you to submit a complete and thorough application package that will facilitate an expedient review.

Should you have any questions related to the pre-application process, please feel free to contact the City of Chehalis Building and Planning Department at 360.345.2228.

Submittal Requirements- For your application to be considered complete, submit the following information.

1. A complete and signed Pre-Application Conference Request Form.
2. Preliminary site plan showing the existing and proposed on site structures and improvements. At minimum it shall contain the following:
 1. drawn to scale; and
 2. any proposed new structures with dimensions; and
 3. any existing structures with dimensions; and
 4. setbacks from the parcel line to all new and existing structures as well as distances between structures; and
 5. any proposed or existing water and/or sewer lines with dimensions from the right of way, property lines and structures; and
 6. access driveway or easement road, existing and proposed with dimensions and distance from property lines; and
 7. any proposed or existing easements that affect the property with dimensions; and
 8. show roads and sidewalks and all onsite parking areas with dimensions; and
 9. north directional arrow.