



**Return your conference application to Community Development Department**

1321 S Market Blvd. Chehalis, WA 98532  
(360) 345-2229

[www.ci.chehalis.wa.us](http://www.ci.chehalis.wa.us) email: [comdev@ci.chehalis.wa.us](mailto:comdev@ci.chehalis.wa.us)

**JOB SITE ADDRESS:** 0 Jackson Hwy  
Chehalis, WA 98532

**PARCEL #:** 017791000000

**APPLICANT / CONTACT PERSON:**

NAME: Windsor Engineers-Bethany Kadow  
ADDRESS: 27300 NE 10th Ave.  
CITY/ST/ZIP: Ridgefield, WA 98642  
PHONE#: 360.606.8265  
EMAIL: bkadow@windsorengineers.com

**CONTRACTOR / ENGINEER / SURVEYOR:**


COMPANY NAME: Hawes Construction  
CONTACT NAME: Devan Hawes  
ADDRESS: PO Box 33 Galvin, WA 98554  
PHONE #: 360.508.3611  
EMAIL: devanhawes@hotmail.com  
CONTRACTORS L&I #: \_\_\_\_\_

Is the property owner the same as the contact person? Yes  No

**DETAILED PROJECT DESCRIPTION:**

Site development to include an RV park, coffee shop, mixed used building, and a commercial building (anticipated to be RV storage).

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.

<b><u>Signature:</u></b> 	<b><u>Date:</u></b> 12/06/2022
<b><u>Name (print):</u></b> Bethany Kadow - Administration	<b><u>Telephone #:</u></b> 360.606.8265

<b>Office use only</b>	
Received by: LF	Date Received: 12/09/2022
Parcel #: 017791000000	
Permit #: AC-22-034	
Zoning: CG	
Flood Zone: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Zone Classification:	



Community Development Department  
1321 S. Market Blvd., Chehalis, WA 98532  
360. 345.2229/Fax: 360.345.1039  
www.ci.chehalis.wa.us email: comdev@ci.chehalis.wa.us

## **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.