

PREAPPLICATION CONFERENCE

Prior to submitting a formal application, a preapplication conference may be required between the applicant, and/or their representative, and the Federal Way Community Development Review Committee. The committee is composed of representatives from the City's Planning and Building Divisions, Public Works Department, Crime Prevention Division, Federal Way Public Schools, South King Fire and Rescue, and Lakehaven Water and Sewer District.

WHAT DOES A PREAPPLICATION CONFERENCE DO?

1. A preapplication conference assists the applicant in preparing a complete project proposal, informs them of the procedures and requirements of the City code, and identifies policies or regulations that apply to the proposal.
2. Issues such as applicable design requirements, necessary permits, and answers to related questions are discussed at the conference.
3. Please be advised that committee comments are based on submitted information. The more information submitted, the more detailed the response.
4. Specific questions should be accompanied with as much information as is available. However, it is not expected that submitted plans will provide the level of detail equal to a formal application.
5. Changes to the proposed development after the preapplication conference has been held may result in changed or additional conditions applying to the project.

WHAT DOES A PREAPPLICATION CONFERENCE NOT DO?

- A pre-application conference does not:
 1. Vest an applicant under the existing rules and regulations adopted by the City in effect at the time of the preapplication conference meeting. Projects will have vested rights for development to current codes and ordinances only upon having submitted a complete building permit or subdivision application, or following land use approval;
 2. Provide an exhaustive review of all potential issues;
 3. Bind or preclude the City from enforcing all applicable regulations or from applying regulations in a manner differently than may have been indicated in the pre-application conference; and,
 4. Constitute an approval in any manner of a proposal. The preapplication conference is intended to be informational only.

HOW TO APPLY

1. Submit a complete Preapplication Conference form, together with the required written information and drawings identified in the preapplication submittal checklist.
2. All application materials must be submitted electronically. Please visit our website at <https://www.federalwaywa.gov/page/electronic-document-submittal> to request a document upload link and obtain information on how to successfully prepare your application materials for electronic submittal.
3. The applicant will be notified when the preapplication conference has been scheduled.
4. Preapplication conferences are scheduled within approximately three weeks from applying on Thursday mornings and are scheduled first-come /first-served basis.
5. Within 14 days of the meeting date, a written summary letter outlining issues identified during the meeting and development regulations associated with the proposal will be sent to the applicant and/or agent.

SUBMITTAL REQUIREMENTS FOR PREAPPLICATION CONFERENCE

Project Name: _____ **Date:** _____

Applicant/Agent: _____

File No(s): _____

Required Submitted

<input type="checkbox"/>	<input type="checkbox"/>	Completed Master Land Use application.
<input type="checkbox"/>	<input type="checkbox"/>	Application fees.
<input type="checkbox"/>	<input type="checkbox"/>	Written narrative of the project including proposed uses for all structures.
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity map.
		Drawing requirements:
		<ul style="list-style-type: none"> Plans must be drawn to scale and include a north arrow. Maximum plan sheet size shall be 24 x 36 inches. Plans do not need to be prepared by an architect or engineer. All information is to be legible, dimensioned, and representative of existing and proposed conditions. For a thorough review by staff, the plans should depict as much of the following information as possible:
<input type="checkbox"/>	<input type="checkbox"/>	Conceptual Site Plan
		<ul style="list-style-type: none"> Site area. Total gross floor area of all proposed floors or levels. Location of Environmentally Critical Areas. Type of Construction and proposed Occupancy Type per the <i>International Building Code</i> Existing and proposed property lines, sidewalks, existing right-of-way improvements, and street edges with existing and/or proposed easements. Dimensions of existing/proposed structures, parking and drive aisle layout, property lines and right-of-way, including location of barrier free stalls. Existing and/or proposed access points, including driveways within 150 feet of the site (both sides of the street) measured from center lines of driveway (250 feet when development abuts Pacific Highway South and Dash Point Road). Total existing and proposed parking stall count. Approximate location of proposed storm drainage facilities. Width of existing and proposed perimeter buffering. Existing and proposed landscaping. Landscaping and trees may be shown in masses on the plan rather than indicating individual tree and shrub species. Refer to Chapter 19.125, <i>Federal Way Revised Code</i> (FWRC), Article I, "Landscaping," for further information. Show proposed internal roadway design.
<input type="checkbox"/>	<input type="checkbox"/>	Conceptual Drawings (if applicable and available)
		<ul style="list-style-type: none"> Front, rear, and side building elevations; indicating height. Floor Plans Structural Plans