



# CITY OF SULTAN PRE-APPLICATION CONFERENCE REQUEST

The Pre-Application Meeting will be held on (date) \_\_\_\_\_, at (time) \_\_\_\_\_ am/pm at the City of Sultan, 319 Main Street, Sultan, WA 98294, Sultan, WA. 98294.

**Distribution:**

Planning Department	Kristi Kyle	<a href="mailto:kristi.kyle@ci.sultan.wa.us">kristi.kyle@ci.sultan.wa.us</a>
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Director of Public Works	Nate Morgan	<a href="mailto:nate.morgan@ci.sultan.wa.us">nate.morgan@ci.sultan.wa.us</a>

Pre-Application Fee Paid Check Number \_\_\_\_\_ T.R. Number \_\_\_\_\_

The City requires that a Pre-Application Conference take place between the Applicant and the affected Departments prior to submittal of any application (except those for administrative decisions).

**Applicability:** The purpose of the Pre-Application Conference is to acquaint City Staff with a sufficient level of detail about the proposed development to enable City Staff to advise the Applicant accordingly regarding requirements of the Sultan Municipal Code. However, it is impossible for a Pre-Application Meeting to be an exhaustive review of all potential issues. Federal, State, County, and Municipal land use guidelines change over time. The discussion at the Pre-Application Meeting or the summary of the conference shall not bind or prohibit the City of Sultan’s future application or enforcement of law.

**Expiration or Pre-Application:** Project permit applications requiring a Pre-Application Meeting must be submitted to the City and accepted as counter complete within six-months of a Pre-Application Meeting. If an application is not submitted within six-months, the proposal shall require another pre-application conference to take into account any new City policies and changes to the Sultan Municipal Code or Comprehensive Plan. The Planning Director or designee, as applicable, may grant, in writing, a single six-month extension for submittal of a project permit application.

**To initiate a Pre-Application Conference, complete this Pre-Application request form and submit it along with 4 copies of a preliminary site plan\* and a fee of \$400.00.** You will be contacted regarding the time and date set for your Pre-Application Conference. Please contact Cyd Donk at (360) 793-1099 or [cyd.donk@ci.sultan.wa.us](mailto:cyd.donk@ci.sultan.wa.us) if you have any questions.

APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_

PROJECT ADDRESS AND LOCATION: \_\_\_\_\_

TAX ID #s: \_\_\_\_\_ ZONING: \_\_\_\_\_

ACRES/SQUARE: \_\_\_\_\_

NUMBER OF LOTS: \_\_\_\_\_ NUMBER OF UNITS: \_\_\_\_\_

TYPE OF PROPOSED DEVELOPMENT: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

**\*Site plan and narrative in sufficient detail illustrating how the proposed project conforms to Zoning and the additional requirements of the Sultan Municipal Code.**

I am the Owner or authorized by the Owner to sign and submit this application. I grant permission for City Staff and Agents to enter onto the subject property for the sole purpose of making any inspection of the property which is necessary to process this Pre-Application request. I certify under penalty of perjury of the laws of Washington State that the information on this Pre-Application Conference form and all information submitted herewith is true, complete and correct.

Signature by Owner/Application/Agent \_\_\_\_\_ Date \_\_\_\_\_

City of Sultan	ph (360) 793-2231
319 Main Street, Suite 200 – PO Box 1199, Sultan, WA 98294-1199	fax (360) 793-3344