



## CITY OF SULTAN PRE-APPLICATION CONFERENCE

The Pre-Application Conference 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 Director	Andy Galuska	<a href="mailto:andy.galuska@ci.sultan.wa.us">andy.galuska@ci.sultan.wa.us</a>
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Pre-Application Fee Paid Check Number \_\_\_\_\_ T.R. Number \_\_\_\_\_

The City requires that a Pre-Application Meeting 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 Conference 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 Conference 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 Conference must be submitted to the City and accepted as counter complete within six-months of a Pre-Application Conference. 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 Conference 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. All Pre-Application Conferences are held on Wednesday's. 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.

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