



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	andy.galuska@ci.sultan.wa.us
Assistant Planner	Cyd Donk	cyd.donk@ci.sultan.wa.us
Building Official	Rick Karns	rick.karns@ci.sultan.wa.us
Director of Public Works	Nate Morgan	nate.morgan@ci.sultan.wa.us

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 if you have any questions.

City of Sultan
319 Main Street, Suite 200 – PO Box 1199, Sultan, WA 98294-1199

ph (360) 793-2231
fax (360) 793-3344



**CITY OF SULTAN
PRE-APPLICATION CONFERENCE**

APPLICANT: _____ **PHONE:** _____

ADDRESS: _____ **FAX:** _____

PROJECT ADDRESS AND LOCATION: _____

TAX ID #s: _____ **ZONING:** _____

ACRES/SQUARE FEET: _____

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 form and all information submitted herewith is true, complete, and correct.

Signature by Owner/Application/Agent _____ Date _____