



# CITY OF SNOHOMISH

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## PRE-APPLICATION REQUEST

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### APPLICATIONS SHALL BE SUBMITTED ON THE [SSPP](#)

Pre-Application is a service offered to applicants as an opportunity to get early guidance from the City on policies, regulations, standards, submittal requirements, and code compliance before investing in expensive plans and engineering. The City will provide written comments regarding your project from all necessary departments. As a service to our customers, pre-application reviews are free of charge.

This is your chance to ask questions, explore alternatives, and learn how to make your project move faster, in a more code-compliant manner. The benefits include a consolidated preliminary review and specific feedback from City staff. If after reviewing the written comments you feel that a discussion with staff would be helpful, follow up may be done through an in person or virtual meeting.

### YOUR SUBMITTAL

The level of detail contained in the comments you receive from City staff will be directly dependent on the level of detail you provide in your submittal. When you apply through the [SSPP](#) you will be prompted to enter specific information about your conceptual project, but staff will also need the information below in order to provide useful feedback.

- Description of all proposed uses
- Conceptual Site Plan (scaled drawings are recommended)
  - Please include the following information
    - Property lines with dimensions
    - Existing and proposed structures
    - Existing and proposed parking spaces
    - Site access points
    - Adjacent streets
    - Natural features, if known
- Proposed building elevations, if available
- Type of construction, if known
- Any specific questions you may have

### CITY RESPONSE

You will receive written comments from City staff as an upload attachment through the SSPP approximately four-six weeks after submittal. This timeline is subject to each staff member's individual schedule, the complexity of the project, and the deadlines of other projects in review.

**NOTE: Information provided through the pre-application request process is not a substitute for or exemption from any City code and regulation. City regulations change over time. Our regulations can be obtained at City Hall or from our website: [www.snohomishwa.gov](http://www.snohomishwa.gov).**