



CITY OF SNOHOMISH

P.O. BOX 1589 | SNOHOMISH, WASHINGTON 98291 | (360) 568-3115 | WWW.SNOHOMISHWA.GOV

PRE-APPLICATION REVIEW

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 in person or on the phone.

DESCRIPTION OF PROPOSAL

Site Address:	
Tax Parcel #:	Land Use Designation:
Site Area:	Number of Dwelling Units:
DESCRIBE YOUR PROPOSAL:	

APPLICANT/CONTACT

Name:
Address:
City/State/Zip:
Phone:
Cell Phone:
Alternate Phone:
E-mail:

OWNER (IF DIFFERENT FROM APPLICANT)

Name:
Address:
City/State/Zip:
Phone:
Cell Phone:
Alternate Phone:
E-mail:

RIGHT OF ENTRY

Signing and submitting this application authorizes City of Snohomish staff to access and inspect the subject property at any reasonable time for the purpose of permit review, inspection, and enforcement through the completion of this permit.		
Signature of Property Owner	Print Name	Date



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PRE-APPLICATION CHECKLIST

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. Submit your application to the Permit Coordinator in person, via USPS, or by email. If you will be submitting hard copy, provide five sets in order to facilitate concurrent staff review. The following information will help us evaluate your project.

- Completed Pre-Application Request form
- Description of all proposed uses
- Conceptual Site Plan (scaled drawings are recommended)
 - Please include the following information
 - o Property lines with dimensions
 - o Existing and proposed structures
 - o Existing and proposed parking spaces
 - o Site access points
 - o Adjacent streets
 - o Natural features, if known
- Proposed building elevations, if available
- Type of construction, if known

NOTE: Information provided through the pre-application review 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.

SPECIFIC QUESTIONS

You will receive written comments from City staff via email or USPS approximately four weeks after submittal (allow additional time if coming through the mail). This timeline is subject to each staff member's individual schedule, the complexity of the project, and the deadlines of other projects in review.