



**Department of Community
Development**
 Address: 152 W Cedar Street
 Sequim, WA 98382
 Phone: (360) 683-4908
 Fax: (360) 681-0552
 www.sequimwa.gov

REQUEST FOR PRE-APPLICATION CONFERENCE

For Department Use Only:	
Application Fee of \$385.00 plus consultant fee, if any; non-refundable	Application Number: _____
Receipt Number: _____	Associated Applications: _____
Date: _____	_____
Clerk: _____	_____

APPLICANT INFORMATION

Owner's Name: _____

Owner's E-mail Address: _____

Owner's Mailing Address: _____

Owner's Telephone: _____ Business Telephone: _____

Representative's Name: _____

Representative's E-mail Address: _____

Representative's Mailing Address: _____

Representative's Telephone: _____

Please state the type of application being proposed:

Please Check the Sequim Municipal Code Titles which apply to your proposal:
 – Subdivision (Title 17) – Zoning (Title 18) – Shoreline, ESA or SEPA – Other

Please provide the existing Address, Legal Description and/or Parcel Number(s):

Please provide a brief description of the project:
 (Use and attach additional pages if necessary)

Pre-Application Conference Submittal Requirements Checklist

*****It is the responsibility of the applicant to ensure that all submittal requirements listed below are turned in as part of this application. Incomplete applications will not be accepted by the City of Sequim Planning Department. *****

- Five Copies of an 18" x 24" or larger and One Copy of an 11" x 17" Site Plan map prepared by a Washington State licensed and registered land surveyor drawn at a horizontal scale of 50-feet or fewer to the inch, depicting the following items:**
- Legal Description of the entire parcel.
- Date, scale and north arrow.
- Boundary lines, right-of-way for streets, easements and property lines of lots.
- Location of all utilities and other improvements, with accurate bearings, dimensions of angles and arcs, and all curve data describing the location of improvements.
- Street (right-of-way) widths and names.
- Lot acreage, dimensions and lot numbers of all adjacent lots.
- Locations of private and/or public easements, their dimensions and their purpose.
- Vicinity map and attached Critical Areas Checklist.
- Projects involving construction of public infrastructure (streets, utilities, etc.) require a Developer Extension Agreement.

*****The City of Sequim Planning Department may require additional information necessary for decision making purposes. *****

I certify that the above information is true and correct to the best of my knowledge and accept responsibility for all claims and damages which may be occasioned to any other land or persons by actions authorized by the City of Sequim in relation to this Pre-Application Conference proposal.

Owner(s)

Date

Representative(s)

Date