



City of Woodinville
Technical Review Committee
Registration & Checklist for Pre-Application Meeting

Development Services Department
425-489-2754 • 17301 133rd Avenue NE • Woodinville, WA 98072
Desk Hours • Monday – Thursday 7:30am – 5:00pm • Friday 7:30am – 4:00pm

I certify under penalty of perjury that the information furnished by me is true and correct to the best of my knowledge and further that I am authorized by the owner of the above premises to perform the work for which permit application is made. I further agree to save harmless the City of Woodinville as to any claim (including costs, expenses, and attorneys' fees incurred in investigation and defense of such claim), which may be made by any person, including the undersigned, and filed against the City of Woodinville, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information supplied to the City as a part of this application.

OWNER / OWNER'S AGENT (Must sign in ink)

DATE

FOR OFFICE USE ONLY:

TRC DATE _____

TIME _____



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CHECKLIST

REQUIRED FOR

- WMC Section 17.09.010 Pre-application conference.
- (2) Applications subject to review pursuant to Chapters 17.07 through 17.17 WMC shall not be accepted by the Director unless the applicant has scheduled and attended a pre-application conference to acquaint the applicant with requirements for a complete application. Pre-application conferences for all other types of applications are optional.

WHO ATTENDS

Applicant and/or applicant's representative(s) and consultant(s). City representatives from multiple departments may attend the meeting. City attendees will be determined by the City based on scope of project.

FOR OFFICIAL USE ONLY:			
Department / Agency	Individual Staff Assigned	Required	Not Required
*Development Services		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
*Development Services		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
*Fire Marshal's Office		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
*Parks & Recreation Department		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
*Public Works		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Woodinville Water District		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other outside agency		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
*Consultant		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
*Pre Application fee (fee includes staff time & administrative costs) is \$305.00 plus hourly rate for each staff member.			

PRE-APPLICATION MEETING SUBMITTAL REQUIREMENTS

Required	Received
X	
X	
If applicable	
X	
X	

Copies of information shall be submitted (as collated packets) as follows:

1. Completed, signed (in ink) application ***(Registration for Pre-Development Conference)***
2. Application filing fee pursuant to City resolution adopting development related permit fees and in accordance with the fee schedule.
3. Letter requesting any deferred submittals, if applicable
4. One **(1)** copy of site plan, architectural drawings, structural details, landscape and civil drawings, and Tree Inventory. Maximum drawing size of 11" x 17" drawn to engineering scale. **For detailed requirements of what is required on the plans/drawings and quantity, please see specific permit application checklist being applied under.**
5. One (1) copy of any calculations, reports, or other documents that have been prepared (standard 8-1/2" x 11").

APPLICATION ACCEPTANCE OR INCOMPLETE

- Acceptance/Complete - Application submittal is complete and the applicant can submit the application and appropriate fees for review at this time; or
- Incomplete - The documents being submitted are not complete and require additional information. The applicant will be advised regarding what is required to make their submittal complete. All documents are returned to the applicant.



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INFORMATION PROVIDED AT THE MEETING

- City Staff Contacts
- Other permits or agencies that the applicant may need to contact regarding the project
- How our process works, clock starts and stops, notifications, etc.
- When and how to check on the status of your permit review (mybuildingpermit.com)
- Development information such as documents and detailed regulatory information related to process, land use, transportation, drainage, fire protection, building codes, and other applicable information will be provided that will aid the potential applicant to begin permit document preparation and requirements for submitting permit and land use applications.
- The discussions at the conference shall not bind or prohibit the City's future application or enforcement of all applicable law since it is impractical for a discovery meeting to be an exhaustive review of all potential issues.

DOCUMENTATION OF MEETING DISCUSSION

- The City does provide written documentation of Pre-application meeting comments. You will need to keep your own notations regarding the information discussed.

PUBLIC RECORDS

- All documents provided for and/or at TRC meetings are considered public records and are available to the public.

TRC GENERAL DISCLAIMER: Review comments are based on Pre-application packet information submitted to the City. Pre-application comments are non-binding/preliminary and are designed to get the applicant "on track" prior to the submittal of the development applications. Per the City of Woodinville Municipal Code (WMC) 17.09.010 Pre-application Conference: (3) "The discussions at the conference shall not bind or prohibit the City's future application or enforcement of all applicable law since it is impractical for a pre-application conference to be an exhaustive review of all potential issues." Once a complete application has been formally submitted and staff has performed the appropriate review of the development submittal, the following comments and/or issues discussed within the Pre-application meeting(s) may no longer apply, and revisions to the submittal may be required.

I have, to the best of my knowledge, provided all information required for a complete application. I understand that an incomplete application cannot be processed.

OWNER / OWNER'S AGENT

Date

FOR OFFICE USE ONLY:

ACCEPTED (Complete) _____
Staff's Signature - City of Woodinville

Date

NOT ACCEPTED (Incomplete) _____
Staff's Signature – City of Woodinville

Date