



PRE-APPLICATION MEETING REQUEST

Department of Community & Economic Development

321 E. 5th Street, Port Angeles, WA 98362
360.417.4750 | www.cityofpa.us | ced@cityofpa.us

file no. _____

The purpose of a pre-application meeting is to acquaint City Staff with a sufficient level of detail about the proposed development, in order for staff to advise applicants on the requirements of the Port Angeles Municipal Code and other applicable requirements for the City and other agencies. Meetings may be scheduled for no longer than one hour. Following the first meeting, any subsequent pre-application meetings may have an associated fee.

PROJECT INFORMATION

Project Title: _____

- I would like to schedule a meeting regarding:
- Overlay Zoning Requirements
 - Rezone or Street Vacation
 - Land Division or Adjustment
 - Environmentally Sensitive Areas
 - Shoreline Development Permitting
 - Use Permitting
 - Variance
 - Other: _____

Project Summary: (1-2 Sentences) _____

Project Address: _____

Legal Description: _____

Prop. ID / Parcel #: _____ Current Zoning: _____

APPLICANT INFORMATION

Applicant Name: _____ (Property Owner: Yes No)

Mailing Address: _____

Phone: _____ Email: _____

Applicant's Representative (If other than applicant): _____

Phone: _____ Email: _____

REQUIRED PRE-APPLICATION MEETING CHECKLIST

As part of your pre-application meeting request, please provide the following information as part of this request:

- PAR:** A completed pre-application form signed by the applicant or applicant's representative
- Questions & Objectives:** A list outlining what questions to be answered and topics to be reviewed
- Project Narrative:** A detailed description of project goals, information, and outcomes
- Conceptual Plans:** Any building plans, site plans, or conceptual plans that have been developed

I, the undersigned, state that, to the best of my knowledge, all information provided in this application is true and complete.

Date _____ Print Name _____ Signature (Owner Representative) _____

Notes:	DATE STAMP
Fees: \$0.00	