



Pre-Application Conference **LSMC 14.16A.220(d)**

Planning & Community
Development Department
1812 Main Street
Lake Stevens, WA 98258
(425) 377-3235

www.lake-stevens.wa.us

Office Hours

Monday - Friday
8:00am - 5:00pm

Plan Submittal
Accepted till 4:30pm

Planning & Community
Development Director
Rebecca Ableman

Municipal Code

Available online:

www.codepublishing.com/WA/LakeStevens/

**Fee: \$400.00 Without Consultant Review
\$1,100.00 With Consultant Review**

The City of Lake Stevens contracts with outside agencies for a Critical Areas Review and an Engineering Review. These fees will be billed directly to you. You are required to complete and sign the Billing Information below.

Billing Information:

Responsible Person _____

Billing Address _____

Phone Number _____

Signature of person responsible for payment or authorized agent _____

Submit 5 sets of plans with 5 sets of all supporting documents.

Applicant _____ Phone _____

Contact Person _____ Phone _____

Mailing Address _____ City, State, Zip _____

Phone # _____ E-mail Address- _____

Site Address _____

Tax Account Number(s) _____

Legal Description _____

Section ____ Township ____ Range ____ Approximate Parcel Size _____

Zoning

Land Use Designation

Existing _____

Existing _____

Proposed _____

Proposed _____

Water Supply _____

Sewage Disposal/Sewer District _____

Submit: Aerial Photograph (County web site or internet for thorough review).

Submit: SEPA checklist (if applicable), Critical Areas Report, (if applicable), Preliminary Drainage Report, Traffic Report, and proposed signage.

This brochure is for informational purposes only and is not intended to replace adopted rules and policies of the City of Lake Stevens. Please consult Title 14 of the Lake Stevens Municipal Code or the Department of Planning and Community Development for actual regulations and requirements.

Acknowledgements

Per Lake Stevens Municipal Code 14.60.450 (Underground Utilities) all existing, extended, and new electric power lines in or adjacent to any land use or building permit approved shall be placed underground in accordance with the specifications and policies of the respective utility service provider and located in accordance with the administrative guideline entitled "Specifications for Street Design and Construction". I am the owner (or authorized by the owner) to submit this request for a pre-application review. I grant permission for staff and authorized consultants of the City of Lake Stevens to enter the subject property, if necessary, for the purpose of site inspection. I acknowledge that the focus of this pre-application review and any subsequent meetings or discussions prior to formal written approval of the proposed work, as will be evidenced by issuance of permits or plan approval, is general in nature and is for informational purposes only and shall not be interpreted as a binding commitment by the City of Lake Stevens or the applicant.

You may not begin any activity based on this application until a decision, including the resolution of any appeal, has been made. Conditions or restrictions may be placed on your permit if it is approved. After the City has acted on your application, you will receive notice of the outcome. If an appeal is filed, you may not begin any work until the appeal is settled. You may also need approvals from other agencies; please check this before beginning any activity.

If you suspect that your site contains a stream or wetland or is adjacent to a lake; you may need a permit from the state or federal government.

I DECLARE UNDER PENALTY OF THE PERJURY LAWS THAT THE INFORMATION I HAVE PROVIDED ON THIS APPLICATION IS TRUE, CORRECT AND COMPLETE.

Signature of Property Owner/Agent

Date of Application

By affixing my signature I certify that I am the legal owner of the property for which this application is issued or an authorized agent of the owner.

Allow 4 weeks for review and response. For review status please call our Planner at (425) 377-3231.