

Pre-Application Staff Meeting



Community Planning and Development
PO Box 1307
Issaquah, WA 98027
425-837-3100 | CPD@issaquahwa.gov

Purpose

A Pre-Application Staff Meeting is held to help the applicant get ready for application submittal. City staff will provide pertinent information that will save the applicant time and resources when preparing the application. Conversations with a planner, and possibly a collaboration meeting should have already taken place.

The applicant, the applicant's design team, and City staff will have an opportunity to collaboratively address issues to ensure the project is consistent with the City's plans, goals, policies, and regulations. The more information provided at the meeting, the more complete the staff's review, and the better the input will be for the project proposal. Information beyond what is listed below may be required based on the scope of work or collaboration meetings.

The applicant is responsible for compliance with any and all code and rule requirements.

Pre-Application Staff Meetings are scheduled on a first come, first serve basis, usually within 3–4 weeks of the request. Typically, they occur between 2:00–4:00 p.m. on Wednesdays. **To schedule**, or if you have any questions or concerns, please contact a Permit Technician by calling the Permit Center at (425) 837-3100 or by emailing PermitTech@issaquahwa.gov.

Submittal Requirements

Application fees are invoiced to the applicant after the submittal is deemed sufficient for review. Payable online by credit card up to \$5,000. Check and cash accepted.

Required documents:

1. Application

Application form completed via [MyBuildingPermit.com \(MBP\)](https://mybuildingpermit.com). MBP application path:
Application Type—Land Use.
Activity Type—Preapplication Services.
Scope of Work—Preapplication Meeting.

2. Summary

Project summary, see [project summary requirements](#) for specifics.

3. Drawings

Plan set, see [plan set requirements](#).

4. Questions

List of questions for City staff (preferably by discipline). Submit specific questions to City staff about the project such as "Please confirm our assumptions of the required frontage improvements for this street? Is any dedication required?" However, broad or initial project feasibility questions such as "is this use permitted" or "what code is applicable to this site" should already have been answered and are not appropriately in-depth at this meeting.

Optional documents:**1. Stormwater plan**

Stormwater design, including drainage plan and drainage narrative.

2. Deviations from Standards

Summary of requested development standard adjustments, if applicable.

Project summary requirements:

1. Development objectives, proposal, and relationship to existing site and its uses.
2. Type of desired use, approximate number and type of residential units, amount and type of commercial square footage, number of parking stalls.
3. Development and design standards or guidelines that the applicant thinks are most pertinent to the site and design of the project, and how the proposal implements and complies with them.
4. Compliance with the [IMC Title 18, Part VII: Neighborhood Overlay](#) (Olde Town, Central, Highlands, Talus), if applicable.

Plan set requirements:

1. Existing site information for the project property and surrounding 100-feet.
2. Site survey including topography (max 5-foot contours).
3. Proposed site and architectural concepts:
 - a) Building massing and placement.
 - b) Circulation patterns and facility classifications for pedestrian, bicycle, transit, and vehicle.
 - c) Parking locations including conceptual layout.
 - d) Tree preservation concept.
 - e) Conceptual landscape plan including parking lot landscape.
 - f) Conceptual grading and utilities plan.
 - g) Preliminary size calculations and locations of waste facilities.
 - h) Critical areas indicating the type, class, buffer, and setback.
 - i) Location of existing and proposed vaults, equipment, and meters.
4. Axonometric or other three-dimensional drawings, photos, or models of the 100-foot area surrounding the project site.