

# Pre-Submission Conference Information



## Community Development

525 West Cota Street, Shelton, Washington 98584



# Pre-Submission Conference Information

## Intent and Format of the Pre-Submission Conference

**INTENT.** A Pre-Submission Conference is intended to be an opportunity for project proponents to submit semi-formal information, drawings, and concepts for a potential development in order to receive input from City staff regarding applicable permitting processes (such as building permit, Site Plan Review, Short Plat, Subdivision, Conditional Use Permit, grading permit, etc.) and probable requirements to facilitate the proposal (water and sewer utilities, fire sprinklers, street and sidewalk improvements, storm water facilities) and/or additional studies required (traffic impact assessment, engineered stormwater plan, geotechnical evaluation, wetland delineation, etc.) that will be needed as a part of a future project/permit review.

**FORMAT.** City staff will review the application and supplemental information submitted relative to the Shelton Municipal Code, the City of Shelton Design and Construction Standards, applicable Fire and Building Codes, as well as any known and applicable State of Washington required permits. This information will be compiled, in writing, and presented to the applicant at a Pre-Submission Conference meeting. Pre-Submission Conference meetings are typically scheduled 3 weeks in advance and occur on Thursday afternoons. Each meeting is allocated a maximum of 1 hour. Staff will not provide input on major changes to projects that are proposed at the meeting (an additional pre-submission conference would be required). We can accommodate either in-person or virtual meetings (Via Microsoft Teams).

**Questions Regarding Pre-Submission Conferences? Contact Jason Dose, Senior Planner, at 360-432-5102 or [Jason.Dose@SheltonWA.gov](mailto:Jason.Dose@SheltonWA.gov).**



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## Application Checklist (Please initial verifying you've supplied the noted information)

Note: The following checklist must be completed before your application will be accepted by the City of Shelton. Provide this fully completed application and checklist along with all required documentation to the City of Shelton Community Development Department office. Information is required to be provided in a digital format (.pdf) and can be e-mailed or brought/sent to the City in a common format (i.e. memory stick or CD). Failure to submit all necessary information will cause a delay and/or rejection of your submittal. This checklist represents the MINIMUM submittal requirement for all Pre-Submission Conferences. **\*\*Staff notes that the accuracy and detail level of information you provide, directly correlates to the accuracy and detail level of information you will receive regarding your proposal\*\*.**

**Project type (circle which applies): Tenant Improvement (TI), Single Family Residence (SFR), Duplex(DX), Triplex(TX), Multi-family Residential(MR), Commercial(CM)**

Office Staff	Pre-Submission Conference Application Requirement	Applies to these projects	Applicant Initials
	Pre-Submission Conference Application (All Applications are made on the City's on-line permitting portal, link: <a href="http://CivicAccess.tylerhost.net">Civic Access (tylerhost.net)</a> )	All	
	Application Fee Needs to be Paid (you will be invoiced once the application is submitted)	All	
	Provide a fully dimensioned, factually accurate, and dimensioned/scaled, site plan that illustrates BOTH the existing conditions and proposed development at the site. Please note the location(s), width(s), and names (if applicable) of adjacent streets and alleys.	All	
	Detailed written Description of the proposed use(s) and types of improvements to be provided at the site.	All	
	Fully dimensioned and scalable floor plans. Each room should be clearly indicated as to its proposed use (i.e. "Bedroom", "Bathroom", "Conference Room", "Retail Sales", "Kitchen", etc.)	TI, TX, MR, CM, DX Recommended for SFR	
	Fully dimensioned and scalable elevation drawings. Indicate proposed/conceptual siding and roofing materials.	TI, TX, MR, CM, DX Recommended for SFR	
	Proposed locations of existing and proposed utilities (water and sewer) as well as stormwater treatment facilities (can be shown on site plan noted above).	TX, MR, CM	

**525 W Cota St. Shelton, WA 98584  
(360)-426-4491**