

Department of Public Services
Phone: 360-249-4222
Fax: 360-249-3203



100 West Broadway, Suite 31
Montesano, Washington 98563
www.co.grays-harbor.wa.us

PRE-APPLICATION MEETING REQUEST

<i>Official Use Only</i>			<i>Fee: \$263</i>
<i>Case Number:</i> _____	<i>Time of Mtg:</i> _____	<i>Date of Mtg:</i> _____	<i>Receipt No.</i> _____

Instructions: Read carefully the purpose statement and standard disclosure. Complete the application and provide a detailed site plan of the proposal; all blocks must be completed. Sign the application and return it with the applicable fee to GHC, Planning and Building Division, 100 W. Broadway Ste 31, Montesano, WA 98563.

Property/Owner Information:

1. Name _____
2. Mailing Address _____ City _____ State _____
3. Phone _____ Email _____
4. Site Address _____ City _____
5. Parcel No.(s) _____
6. Directions to the site _____

Applicant Information: *(if different than owner)*

7. Name _____
8. Mailing Address _____
9. Phone _____ Email _____

Project Information: *(attach additional sheets if needed)*

10. Describe the project _____

11. Describe how you plan to provide water for your property _____

12. Describe how you plan to provide on-site sewage. If you are proposing on-site sewage, please provide complete information on the requested site plan. Pay close attention to the details requested.

13. Describe how you plan to provide road access to your project _____

14. Provide a description of the project that cannot be shown on the detailed site plan _____

15. Provide a detailed site plan showing all the details indicated at the top.

16. Additional materials included.

Special Accommodations

If you require special accommodations for physical, mental or sensory limitations to participate in this meeting please contact Grays Harbor County American with Disabilities (ADA) Coordinator Rose Elway at (360)249-4411, extension 455 by 10:00 a.m. three (3) business days prior to the scheduled meeting time.

Purpose Statement:

The pre-application consultation is intended to aid your understanding of the required rules and regulations that apply to your project and to reveal potential problems. Our goal in this process is to make the permitting process as efficient and understandable as possible. You are encouraged to discuss your proposed project with the staff of Planning and Building (including fire marshal issues), Environmental Health (for septic and water) and Public Works (for the road access).

Meetings are scheduled on Wednesdays at 10 a.m. and 1:30 p.m. Staff will make every attempt to provide you with information that applies to your unique project. For this reason it is important that all information requested above be included in as much detail as possible. We recommend that no demolition, survey or detailed work by an engineer or surveyor be done *prior* to the pre-application meeting. Topics covered at the pre-application meeting will include the County comprehensive plan, street plan, shorelines program, zoning, availability of sewer and potable (drinking) water, development concepts, other county requirements and permits, and environmental impact of the project.

Standard Disclosure:

Information provided to a prospective applicant during the pre-application consultations is based on County Code regulations in effect at the time of the pre-application consultation. New or amended County Code regulations may affect any future development application. *A pre-application consultation does not vest a future development application.* Representatives from applicable divisions within Public Services may not be present at the pre-application meeting; this does not imply that a division's requirements can be disregarded.

Application Statement:

The applicant hereby certifies that all of the above statements and the information contained in all attachments and other transmittals made herewith are true, and the applicant acknowledges that any action taken by Grays Harbor County based in whole or in part on this application may be reversed if any such statement or other information contained herein is false.

Owner/Applicant Signature _____ ***Date*** _____