



Pre-Application Meeting Request Form

(EWMC 19.03.010)

City of East Wenatchee
Community Development Department
271 9th Street NE
East Wenatchee, WA 98802
(509) 884-5396 EastWenatcheeWa.gov

OVERVIEW

The pre-application meeting provides the opportunity for the applicant to discuss the project with city staff, agencies, and districts that will be providing utilities and services to the project. Proposals for conditional use permits, variances, planned unit developments, major subdivisions, binding site plans, and most commercial and multi-family building permit projects are required to attend a pre-application meeting.

Please submit the Request Form and the following materials to planningstaff@eastwenatcheewa.gov

1. A cover letter describing the scope of the project, size in gross floor area of each type of use, and the total amount of impervious surface. If there are specific issues that you would like addressed at the meeting, you may also include a list of questions or concerns.
2. A scaled and dated site plan showing the project in sufficient detail to illustrate the project design including building locations, access points, landscaping, proposed utilities, topography, and other features.

PROJECT

Project Name			
Property Address		City, State	Zip Code
Tax Parcel #	Legal Description	Lot Size (SF)	Zoning District
Project Description			

APPLICANT

Applicant Name		
Mailing Address	City, State	Zip Code
Phone #	Email	

PROPERTY OWNER

Property Owner Name		
Mailing Address	City, State	Zip Code
Phone #	Email	

SCHEDULING

Pre-application meetings are held on Thursdays at 2:00 PM. A completed Pre-Application Meeting Request Form and all materials must be submitted at least 14 days prior to the meeting date.	Preferred Meeting Date
Upon receipt of the Request Form and the documents listed above, a pre-application meeting will be scheduled, and a letter or e-mail will be sent notifying you of the date and time. There is no charge for the first pre-application meeting for a project. Note: It is impossible for the meeting to be an exhaustive review of all potential issues. The discussion at the meeting or the information provided by the City and other agencies to the applicant does not bind or prohibit the City or other agency from future application or enforcement of applicable laws.	