

Presubmission Conference Request Form

Community and Economic Development Department

420 College Street SE, Lacey, WA 98503

Phone: (360) 491-5642

Email: Planning@cityoflacey.org



Presubmission Conference Request Form

Before you Begin

Presubmission Conference requests must be submitted electronically to Planning@cityoflacey.org. To be placed on a preferred agenda date, requests must be received at least one week in advance.

A Presubmission Conference provides an opportunity for the developer and/or their representative to meet with City staff to discuss preliminary plans, studies, or sketches for a proposed project. During the conference, staff will provide pertinent information related to the proposed development and identify potential issues early in the process to help avoid delays during formal application review.

For questions, contact the Community and Economic Development Department at (360) 491-5642.

Step 1: Applicant Information

☐ Check this box if Applicant is the Property Owner

Applicant: _____
Address: _____
City: _____
State: _____
Zip: _____
Email: _____
Phone Number: _____

Representatives: _____
Address: _____
City: _____
State: _____
Zip: _____
Email: _____
Phone Number: _____

Step 2: Additional Meeting Attendees

Please list any additional attendees who should receive meeting information and Zoom access.

Name: _____	Email: _____
Name: _____	Email: _____
Name: _____	Email: _____
Name: _____	Email: _____

Name: _____

Email: _____

Step 3: Project Information

Project Address: _____

Assessor Tax Parcel Number(s): _____

Detailed Project Description (Describe your project in as much detail as possible. The more information provided, the better the information received at the meeting.):

Total Acreage: _____ Total SQ FT of Bldg.: _____ Zoning: _____

Proposed Land Use:

☐ Single Family ☐ Multi-Family ☐ Commercial ☐ Industrial ☐ Other: _____

Step 4: Meeting Information

Important: All Presubmission meetings are held **virtually via Zoom only** and **not held in person**.

Meetings are held the 2nd and 4th Wednesdays of the month. A meeting agenda and **Zoom link** will be emailed to all contacts listed on the request form the day preceding the meeting date.

Preferred Meeting Date and Time

Indicate Preference For a Meeting Date and Time:

Meetings are held the 2nd and 4th Wednesday of each month.

Date: _____ Time: _____

Required Application Materials

Complete Presubmission Conference requests shall include the following:

- ☐ Presubmission Conference Request Form
- ☐ Preliminary Site Plan
- ☐ Traffic Generation Worksheet

Disclaimer

The conference should occur prior to detailed engineering or surveying work; however, the submitted site drawing must contain sufficient information to allow for meaningful staff review.

Discussion topics may include but are not limited to:

- Comprehensive Plan
- Zoning
- Street Planning
- Stormwater runoff and retention
- Shoreline Master Program
- Water and Sewer Availability
- Development Concepts
- Environmental Impacts

- Applicable permits or Requirements
- Potential future development opportunities for adjacent properties under the same ownership

Written information regarding applicable processes, requirements, and related issues will be provided following the meeting.