



**ADAMS COUNTY BUILDING & PLANNING**  
 449 E CEDAR BLVD  
 OTHELLO, WA 99344  
 PHONE: (509) 488-9441

## PRE-APPLICATION CONFERENCE REQUEST

A pre-application conference is an informal, completely voluntary (though highly recommended) process where you meet with County Staff to discuss a project that is in its early planning stages. Pre-application meetings increase certainty, result in more complete application submittals, and can reduce review timeframes.

Pre-application conferences cannot provide a complete list of issues that may arise once the project is sent out for review, and the application does not vest merely to the issues raised during the pre-application conference.

<b>WHAT QUESTIONS DO YOU HAVE ABOUT YOUR PROJECT?</b>	
<b>TYPES OF QUESTIONS</b>	<b>REVIEW DISCIPLINE</b>
<ul style="list-style-type: none"> <li>• Development Standards: Setbacks, Building Height, Lot Coverage, etc.</li> <li>• Land uses: New uses or changes of uses on site</li> <li>• Subdivisions</li> <li>• Critical Areas: Wetlands, Floodplains, Geological Hazards</li> <li>• SEPA Review</li> </ul>	<b>Land Use Planning</b>
<ul style="list-style-type: none"> <li>• Access and Traffic</li> <li>• Stormwater</li> <li>• Utilities: Water and Sewer</li> <li>• Improvements in public right-of-way</li> <li>• Construction Site Management</li> </ul>	<b>Civil Engineering / Public Works</b>
<ul style="list-style-type: none"> <li>• Building Codes</li> <li>• Energy Codes</li> <li>• Geotechnical Analysis</li> <li>• Changes to occupancy or use</li> </ul>	<b>Building</b>
<ul style="list-style-type: none"> <li>• Fire Sprinkler</li> <li>• Fire Alarm</li> <li>• Emergency Vehicle Access / Circulation</li> <li>• Storage of Hazardous Materials</li> </ul>	<b>Fire Marshall</b>
<ul style="list-style-type: none"> <li>• Septic System</li> <li>• Individual / Shared Well</li> <li>• Group Water System</li> </ul>	<b>Health Department</b>



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For a pre-application conference request the following items are required:

SUBMITTAL ITEM	INCLUDED
<b>Completed Application Form</b>	<input type="checkbox"/>
<b>Developer's GIS Packet Information</b> <ul style="list-style-type: none"> <li>- General Location Map</li> <li>- Property Information Fact Sheet</li> <li>- Arterial Roadway</li> <li>- Elevation Contours Map</li> <li>- Photography Map with and without Contours</li> <li>- Zoning Map</li> <li>- Comprehensive Plan Map</li> <li>- Soil Type Map</li> <li>- Environmental Constraints Map</li> <li>- Quarter Section Map</li> </ul>	<input type="checkbox"/>
<b>Proposed Development Plan</b> (max 24" x 36") <ul style="list-style-type: none"> <li>- General Information</li> <li>- Existing Conditions</li> <li>- Land Use and Transportation</li> <li>- Proposed Improvements</li> <li>- Proposed Stormwater</li> </ul>	<input type="checkbox"/>
<b>Project Description</b>	<input type="checkbox"/>

ANY ADDITIONAL INFORMATION AND/OR QUESTIONS SUBMITTED WITH THIS REQUEST WILL ALLOW FOR A MORE THOROUGH REVIEW AND MORE DETAILED COMMENTS.

When the application has been deemed complete, the submittal documents will be routed to appropriate agencies of jurisdiction for review. Agencies are provided a two (2) week review times in advance of the meeting to develop any comments they may have.

Following the Pre-Application Conference a summary highlighting key issues from the conference as well as next steps will be provided to the applicant no later than ten (10) days after the conference. This summary will be required for any submittals made to the county in relation to this project.



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**PRE-APPLICATION CONFERENCE REQUEST**

- |   |  |
|---|--|
| <input type="checkbox"/> Binding Site Plan                      | <input type="checkbox"/> Short Plat              |
| <input type="checkbox"/> Conditional Use Permit                 | <input type="checkbox"/> Subdivision (Long Plat) |
| <input type="checkbox"/> Planned Residential Development<br>PRD | <input type="checkbox"/> Zone Change (Rezone)    |
| <input type="checkbox"/> Shoreline Permit                       | <input type="checkbox"/> Building Permit(s)      |
| <input type="checkbox"/> Other: _____                           | <input type="checkbox"/> Site Feasibility        |

**APPLICANT INFORMATION**

**Company (if applicable):**

**Contact Person:**

**Mailing Address:**

**Phone Number:**

**Email:**

**LEGAL OWNER INFORMATION**

**Name:**

**Mailing Address:**

**Phone Number:**

**Email:**

**PROJECT SITE INFORMATION**

**Site Address:**

**Assessor's Parcel Number(s):**

**Section:**

**Township:**

**Range:**

**Farm Unit:**

**Block:**

**Zoning Classification:**

**Comprehensive Plan Designation:**

**Site Features:**  Pond(s)  Lakes  Streams/Rivers  Wetlands  Floodplains  
 Flood-way  Steep slopes (15% or greater)  Irrigation Ditches/Canals

**AUTHORIZED AGENT**

**Authorized Agent:**

**Mailing Address:**

**Phone Number:** | **Email:**

\*If the owner would like the county to work with an authorized agent, we require an Agent Authorization form to be completed and attached to the application. This gives the agent authority to act on behalf of the property owners for this project. This can be found on the Adams County Building and Planning website, under the forms section.

**LAND SURVEYOR**

(if different than applicant)

**Surveyor:**

**Company:**

**Mailing Address:**

**Phone Number:** | **Email:**

**CONTRACTOR**

(if different than applicant)

**Contractor:**

**Company:**

**Contractor License Number:**

**Mailing Address:**

**Phone Number:** | **Email:**

**PLEASE ADDRESS THE FOLLOWING TO THE BEST OF YOUR ABILITY**

**Access Classification:** County Road / State Road – Highway / Private Road

**Name of Road:**

**Utilities:** Avista    Big Bend    |    **Waste Management:** Sewer    On-Site Septic

**Water:** Private Well    Private System-Name \_\_\_\_\_  
Irrigation    City System – Name \_\_\_\_\_

**Project Description:**