Pre-Application Conference

DR007

City of Redmond
WASHINGTON

What do I need to know about pre-application conferences?

Pre-application conferences are optional meetings initiated by the applicant as an information-gathering process for significant development proposals before applying for a land use permit. While optional, it is highly recommended that applicants seeking land use permits such as a Preliminary Plat, Short Plat, Site Plan Entitlement, or Conditional Use elect to participate in a pre-application conference.

The pre-application conference is often an important process for applicants to become familiarized with specific policies, plans, necessary permits, fees/costs, and development requirements. Applicants take away information that can help evaluate if a proposed project is likely to be viable, the subsequent processes to proceed with, and modifications that may be necessary to make a project code compliant and/or speed up project review.

Pre-application conferences are meant to be informational and cannot possibly serve as an exhaustive review of all project-related issues. Because of this, the meetings do not bind the City or staff in a future application or code enforcement to only issues raised during the meeting.

Types of Pre-Application Meetings

1. Pre-application conferences with **Technical Review** staff from all development review divisions.
2. Pre-application conferences with the **Design Review Board**.

A pre-application conference with **Technical Review** staff provides the applicant with an opportunity to discuss the proposed project to staff. Staff provide answers to applicant questions and feedback on alternatives or issues to be addressed before submission of a formal application.

Meanwhile, a pre-application conference with the **Design Review Board** is recommended for projects that will involve new construction or exterior modifications of an existing building totaling $50,000 or more. Meeting with the Design Review Board will help tease out urban design issues early in the process before a formal application is submitted.

There are cases where an applicant may find it useful to get feedback from both Technical Review staff and the Design Review Board about their proposal. Therefore, the applicant may choose to meet with both groups separately.

Pre-application conference forms are available at ***www.redmond.gov/landuseforms*** under Pre-Application Meeting Forms. Please contact Planner On Call to schedule a pre-application conference.

What to Submit for a Pre-Application Conference*

At minimum:

- ☑ Written Narrative of Project
- ☑ List of Questions
- ☑ Preliminary Site Plan
- ☑ Vicinity Map
- ☑ Set of Photographs

Additional information:

- ☑ Preliminary Landscape Plan
- ☑ Preliminary Building Elevations
- ☑ Preliminary Floor Plans
- ☑ Preliminary Engineering
- ☑ Street Visualizations/Profile

*This is not an exhaustive list of recommended items, but rather is intended to be a helpful guide in getting the most out of the process.

Questions: 425-556-2494 or planneroncall@redmond.gov.
You can also visit us in person at the Development Services Center located on the 2nd floor of City Hall. Open Monday through Friday from 8 am to 5 pm.

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