



City of Seattle

Department of Planning and Development
Applicant Services Center
700 Fifth Avenue, Suite 2000
P. O. Box 34019
Seattle, WA 98124-4019
(206) 684-8850

**INSTRUCTIONS & APPLICATION FOR OBTAINING A PRESUBMITTAL CONFERENCE
(Land Use, Design Review, Construction)**

- 1. Please complete **Section I ONLY (pages 1 through 3)** of this form and a **completed Preliminary Application Form** (if one has not been submitted yet). When the application is complete, you may drop the forms off at the Applicant Services Center counter on the 20th floor of the Seattle Municipal Tower, fax the application to (206) 233-7866, or mail in the materials to:

Department of Planning and Development
Applicant Services Center – Pre-submittal Conference
700 Fifth Avenue, Suite 2000
P. O. Box 34019
Seattle, WA 98124-4019

- 2. Fees are required for all conferences and must be paid prior to the actual meeting. Conferences will not take place without verification that all required fees are paid. Your information will be reviewed by a DPD Coordinator, who will contact you as to your eligibility for a Pre-submittal Conference. A letter will be sent to you as to where the meeting is, and when and where to pay the fees.

Type of Pre-submittal Conference	Fee Required*
Land Use Primarily LU with some Construction	\$250.00 per hour
Construction Primarily Construction with some LU	Atria – 35% of DFI High-rise – 35% of DFI Regular - \$232.50
Combined (Land Use & Construction)	Both Land Use & Construction
*Note: Additional fees may be assessed based on the complexity of the project and the time and amount of meetings that the project needs. These fees will be assessed on an hourly basis.	

- 3. **You are required to attach a narrative description of all specific questions and/or issues that you want to resolve. Your application will not be processed without this document. Clarity of information and clear presentation of the issues will expedite the decision making process.**
- 4. Submittal of requested information for a pre-submittal conference does not vest the application. Pre-application reviews are based on the information available at the time of the review. If additional information becomes available during review of an application, additional conditions or studies may be required.
- 5. The applicant is responsible for documenting any decisions made or agreements reached during the meeting. Notes must be submitted for DPD’s review and concurrence within one week of the meeting. DPD will return the notes with corrections and/or concurrence within one week of receiving them.
- 6. If you have ECA or other site questions, please have a Pre-Application Site Visit conducted prior to the Pre-submittal Conference. Contact the Applicant Services Center for scheduling.



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Project No. _____

APPLICATION FOR SCHEDULED LAND USE OR BUILDING CONFERENCE

SECTION I

(To be completed by Applicant – Fill out all portions)

APPLICANT INFORMATION

Contact Person for this project: _____

Contact Address (Include zip): _____

Contact Phone No.: _____ Contact Fax No.: _____

e-mail address: _____

PROJECT INFORMATION:

Project Address: _____

What is the Project Valuation: (Best guess, if necessary) \$ _____

Please check the box that most closely describes the types of questions you would like to address.
Choose one box only. See explanation below for help in choosing a presubmittal type.

- Land Use Only**
Choose this type if you have questions or requests regarding SEPA, variances, Design Review, Shorelines, Zoning, Development Standards only.
- Construction Only**
Choose this type if you have questions or requests about building code or structural issues, fire and life safety, energy/mechanical only.
- Primarily land use with a few construction questions**
Choose this type when most of your issues center on SEPA or other discretionary components and zoning, with just a few questions about the building or other construction codes. These questions should be fairly minor. More complex questions may trigger the need for a Construction Only conference
- Primarily construction with a few land use questions**
Choose this type when most of your questions center on the building or other technical codes, building code alternatives, infrastructure, with just a few questions about zoning, development standards or discretionary Land Use components.

SECTION II

(DPD STAFF ONLY – to be completed by Conference Lead)

Does it look like the project will be substantial alterations? Yes No

Does this project require applicant to complete City Light's form for Energy Consumption? Yes No

Potential MUP Components: _____

Within SESRA or other Overlay? Yes No

A designated Historic Landmark? Yes No

Is this project next to a designated Historic Landmark? Yes No

Other Information: _____

Zone: _____ Shoreline Environment: _____

GIS _____ Overlays _____

ECA (describe) _____

