

DEVELOPMENT PRE-APPLICATION MEETING OR FEASIBILITY REVIEW OPPORTUNITY

Welcome to the pre-application review and your interest in development in our City!

In order to better serve you we would like to extend you the opportunity to schedule a Pre-Application Meeting with the City departments responsible for development review. Our objective is to get to know your goals and business needs to better assist you in preparing your project for application, to identify potential problems, and to help you understand the City's standards and requirements.

Pre-application meetings are required for subdivision, short plat, and binding site plan projects. Please be aware that pre-application meetings are informal and not meant to be a detailed review but an informational opportunity.

Pre-application meetings are held every Wednesday at 2 p.m. or 3 p.m. (45 minutes per meeting). This time has been pre-scheduled to ensure each City department's availability to attend.

IMPORTANT SUBMITTAL AND SCHEDULING NOTICE:

For this process to be effective, we ask that you submit the attached application by e-mail along with, at a minimum, a site plan to scale (can be hand drawn) **at least two (2) weeks [14 days]** prior to the desired meeting date. The site plan and attachments shall be in PDF format.

Incomplete applications or applications without a thorough explanation of the project and/or request will be returned for an additional information and will be delayed/postponed in scheduling.

Scheduling a minimum of **two weeks in advance** of your meeting date allows our staff the time to give your project the proper attention needed to better insure an informative meeting. Submit the application and site plan to permits@wallawallawa.gov.

We conduct meetings on Wednesdays at 2 p.m. and 3 p.m. We will contact you via email or email calendar request to schedule your meeting.

Helpful Links:

City of Walla Walla Website: www.wallawallawa.gov

City of Walla Walla Municipal code: www.codepublishing.com/WA/wallawalla.html

Public Works Construction Standards: <https://www.wallawallawa.gov/government/public-works>

Application forms: <https://www.wallawallawa.gov/government/development-services/forms-handouts>



PRE-APPLICATION MEETING REQUEST

Site Address: _____ Parcel#: _____
Applicant Name: _____
Phone: _____ E-mail address: _____
Mailing Address: _____
Property Owner: _____
Phone: _____ E-mail address: _____

Project Information

Detailed description of Project:

Type of Application(s) Anticipated:

- | | | |
|--------------|--------------------------------|-------------|
| New Business | New Commercial Construction | Subdivision |
| Short Plat | Commercial Alteration/Addition | Other |

List any specific concerns or questions you might have:

Please include all available plans for review. A site plan is the minimum required but other information such as elevations, vicinity map, or floor plan can be included (attach to email in PDF format).

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