



**Clallam County**  
**Department of Community Development**  
223 East 4<sup>th</sup> Street, Suite 5, Port Angeles, WA 98362  
(v) 360-417-2420 ✦ (f) 360-417-2443  
email: [development@co.clallam.wa.us](mailto:development@co.clallam.wa.us)

## **PRE-APPLICATION CONFERENCE**

The pre-application meeting provides an opportunity for the applicant, staff and other agencies to informally discuss and review a proposal. The pre-application meeting shall include review any applications and permit requirements, fees, review process and schedule, applicable standards, plans, policies, and laws that may apply.

### **Process:**

Pre-Application Conferences will be scheduled within two weeks upon receipt of the application. At that scheduled time, staff from the Permit Center and all other requested agencies will meet with you and/or your agent to discuss the submitted proposal. Comments from all applicable agencies will be requested, however, fees will need to be paid to have them in attendance. Please remember that the accuracy and completeness of staff comments and requirements depends on the accuracy and completeness of the application and your site plan.

A **complete application** for the Pre-Application Conference includes the following information:

- Pre-Application Conference Application, including property owner's signature
- Detailed Plot Plan – see attached requirements
- Detailed Floor Plan of Proposed Structure
- Associated Fees (separate checks):
  - DCD Fee - \$150.00 (which will be applied toward land use permit applications)
  - Public Works Department Fee - \$125.00
  - Environmental Health Fee - \$115.00

The Department of Community Development will provide a follow-up letter with agency comments approximately 10 working days after the pre-application meeting. This letter will summarize comments from the different agencies and will help guide you through the requirements of the development processes. Review of the project by the Pre-Application Conference Team does not constitute approval of any Clallam County Development permit(s). The applicant is required to obtain the necessary permits prior to the start of the activity that is the subject of this review.

For additional information regarding the Pre-Application Conference process, please contact the Planning Division at 360-417-2420 or by e-mail at [dcdplan@co.clallam.wa.us](mailto:dcdplan@co.clallam.wa.us).



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**PRE-APPLICATION CONFERENCE**

**PSD** \_\_\_\_\_ - \_\_\_\_\_

APPLICANT INFORMATION

Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Business Phone \_\_\_\_\_  
 Applicant Signature \_\_\_\_\_

AGENT INFORMATION (If applicable)

Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Contact Person \_\_\_\_\_

PROJECT INFORMATION

Tax Parcel Number \_\_\_\_\_ Size of Parcel \_\_\_\_\_ Zoning \_\_\_\_\_  
 Physical Site Address: \_\_\_\_\_ Proposed Access \_\_\_\_\_  
 Existing Land Use \_\_\_\_\_ Proposed Land Use \_\_\_\_\_  
 Square Footage of Existing Buildings \_\_\_\_\_ Proposed Buildings \_\_\_\_\_  
 Proposed Building Materials \_\_\_\_\_ Height of Structures \_\_\_\_\_ Number of Stories \_\_\_\_\_  
 Water System: Individual Well \_\_\_\_\_ Community System Name \_\_\_\_\_  
 Sewage System: Individual Septic \_\_\_\_\_ Community System \_\_\_\_\_ Municipal System \_\_\_\_\_  
 Detailed description of proposal \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**By making this application, you are hereby granting consent to the Clallam County Director of Community Development and his/her designee to enter and inspect the property, structure(s) or geophysical feature related thereto which is the subject of this application, in order that the County may verify actual physical site issues, as well as compliance with proposed conditions or conditions imposed pursuant to the application. Unless otherwise further granted, the consent to enter established by this application is terminated upon the final action on the application or resulting permit.**  
**I certify, under penalty of perjury of the Laws of the State of Washington, that I am the owner or authorized agent\* of the property that is the subject of this application.**

Applicant \_\_\_\_\_ Date \_\_\_\_\_ Agent \_\_\_\_\_ Date \_\_\_\_\_



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#### SITE PLAN REQUIREMENT CHECKLIST

In order to help us process your permit request as efficiently as possible, please show ALL of the following information on the plot plan. All site plan sheets must be to scale and accurate. You may use the attached sheet or equivalent. Please note that the type of permit you are applying for may require additional information.

- North Arrow
- Scale (Minimum 1" = 20'; Maximum 1" = 200')
- Date of Operation
- Name of Subdivision
- Property Dimensions (including location of any monuments or markers as a result of a survey)
- Existing and/or proposed lots and total areas (including clear identification of lot numbers)
- Adjacent Land Uses

#### EXISTING AND PROPOSED IMPROVEMENTS

- Location, width, grade and names of all existing and proposed private or public roads, streets, right-of-ways, easements, or driveways (including length, width and type of surface).
- Location and dimension of existing and proposed structure(s), including decks, pads, and foundations.
- Location of existing and proposed septic tank(s), drainfield(s) and reserve area or sewer lines.
- Location of above or below ground storage tank(s) including tank capacity.
- Location of utility easements and/or utility lines and irrigation ditches, fire hydrants.
- Location of well(s), spring(s) or water lines (including name of water system, as applicable).
- Location of well-head protection area(s) (if applicable).
- Drainage Facilities (drywells or other proposed drainage plan)
- Setbacks of all improvements from property lines, utility lines, easements, roads and distance between structures.

#### CRITICAL AREA REQUIREMENTS

- The location of Natural Features (including rivers, creeks, streams, bluffs, slopes (both man-made or natural banks))
- Topography (including slope and grade)
- Boundary of stream, wetland and landslide buffers (as defined by CCC 27.12)
- Location of floodplains, floodways and channel meander hazards (including elevations)
- Proposed extent of clearing and grading

#### COMMERCIAL APPLICATIONS MUST ALSO INCLUDE:

- Parking Facilities, showing spaces and drive aisles, as per CCC 33.55
- Landscaping; showing location of plants, species listing as per CCC 33.53
- Outdoor Lighting; including location, fixture type/typical and specification sheets
- Signage (all exterior signs); as per CCC 33.57
- All Impervious Surface Areas
- Location of Fire Hydrants or Fire Protection Facilities

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