



## PRE-APPLICATION REVIEW

### CITY OF DUPONT

1700 Civic Drive, DuPont, WA 98327

253.964.8121

[www.dupontwa.gov](http://www.dupontwa.gov)

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#### Who

City File No.: \_\_\_\_\_ (Assigned by City)

Everyone considering a multi-family, commercial, or industrial development is required to participate in the pre-application process.

#### What

The purpose of the pre-application process is to discuss the nature of the proposed development, application and permit requirements, fees, review process and schedule, applicable plans, policies and regulations.

#### When

Allow approximately four weeks from the time the completed submittal, with Pre-Application Review Form, materials and payment, is provided to the City. The Planning Department will schedule the pre-application meeting date.

#### Where

Pre-Application Review meetings are held at DuPont City Hall, 1700 Civic Drive, DuPont, WA 98327.

#### How

To start the process, submit a complete Pre-Application Review form, a digital set of materials with a project description, concept drawing(s) on an attached form, Agent Authorization Form and payment. The Agent Authorization Form can be found on the City website at: [Authorization-to-Act-as-Agent-Affidavit-PDF \(dupontwa.gov\)](http://www.dupontwa.gov/166/Taxes-Fees-Charges)

Payment for the review may be made by sending in a check or in person by check or credit card. The current fee schedule can be found on the City Website at <https://dupontwa.gov/166/Taxes-Fees-Charges>.

#### Questions?

Contact the Planning Department at 253.964.8121 for additional information.

## PRE-APPLICATION REVIEW FORM

Please complete the following questions. This information assists us in providing accurate and complete information concerning your proposal.

### **General Information:**

Project Name: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

Applicant name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Applicant's representative: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Location: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Site area in square feet: \_\_\_\_\_

Project access points: \_\_\_\_\_

### **Site Information (if available):**

Building floor area: \_\_\_\_\_

Building height: \_\_\_\_\_

Number of dwelling units: \_\_\_\_\_

Impervious surface area: \_\_\_\_\_

Number of employees: \_\_\_\_\_

Landscape area: \_\_\_\_\_

Estimate of water and fire needs: \_\_\_\_\_

Estimate of traffic generation: \_\_\_\_\_

Number of disabled, compact, and standard parking stalls: \_\_\_\_\_

Description and area of all proposed tracts: \_\_\_\_\_

**SUBMIT COMPLETE APPLICATION TO: [Permittech@dupontwa.gov](mailto:Permittech@dupontwa.gov)**