



Guide to Applying for a Pre-Application Conference

This document contains answers to frequently asked questions about the **Pre-Application Conference**.

1. What is the purpose of a Pre-Application Conference?
2. What type of applications require a Pre-Application Conference?
3. When in the land use permitting process does a Pre-Application Conference take place?
4. How do I apply for a Pre-Application Conference?
5. Is there a fee associated with a Pre-Application Conference?
6. What materials do I need to bring to the Pre-Application Conference?
7. Besides submitting an application, is anything required of me after the Pre-Application Conference?
8. What does a Pre-Application Conference not do?
9. How long after the Pre-Application Conference do I have to submit my application?

1. What is the purpose of a Pre-Application Conference?

The purpose of a Pre-Application Conference is to review application requirements and to provide staff comment on a development proposal prior to submittal of a complete application. The information provided at the pre application conference is intended for use in preparation of a land use, building, or clearing and grading permit application. Staff will identify policies and regulations that will have an effect on the application.

The City's review is based upon the information provided by the applicant prior to the Pre-Application Conference, the current Sammamish Municipal Code, and various other data sources. Please note that the Sammamish Municipal Code is subject to change.

2. What type of applications require a Pre-Application Conference?

Pursuant to *Sammamish Municipal Code (SMC) 20.05.030(2)* and (3), a Pre-Application Conference is required prior to filing an application for the following land use decision types:

- Type 1 land use decisions regarding a property that will have 5,000 square feet or greater of development site or right-of-way improvements, is in a critical drainage basin, or has a wetland, steep slope, landslide hazard, or erosion hazard.
- All Type 2, 3, and 4 land use decisions.

3. When in the land use permitting process does a Pre-Application Conference take place?

Pursuant to *SMC 20.05.030(1)*, prior to scheduling a Pre-Application Conference, an applicant must complete an informal feasibility review. Applicants may meet with staff at the Permit Center desk at the City of Sammamish's City Hall to discuss the scope of their project with a staff member or submit a feasibility form via e-mail to permittech@sammamish.us. Information shared during the feasibility conference should be included in [Feasibility Form](#), which should be included the applicant's materials for the Pre-Application Conference.

4. How do I apply for a Pre-Application Conference?

Applicants for Pre-Application Conferences may submit their materials [online at MyBuildingPermit.com](#). Pre-Application Conferences are typically held on Wednesdays, a minimum of two weeks after receipt of materials and payment.

5. Is there a fee associated with a Pre-Application Conference?

Fees for Pre-Application Conferences differ by application type, and are based on the hourly rate for staff time as established by the latest Council-adopted Fee Schedule. Application fees must be paid in full prior to the scheduling of a Pre-Application Conference. Fees may be paid online through [MyBuildingPermit.com](#)

or by check payable to City of Sammamish.

Land Use Decision Type	Cost
Type 1	\$122
Type 2	\$244
Type 3	\$366
Type 4	\$488

6. What materials do I need to bring to the Pre-Application Conference?

The required materials for a Pre-Application Conference depend on what type of land use application the applicant is submitting. Basic requirements include a [Pre-Application Conference form](#), [Feasibility Form](#), proposed project description, list of questions for discussion, and a proposed site plan. Contact the Department of Community Development with any questions. Generally, the more thorough the materials presented by the applicant at the Pre-Application Conference, the better feedback staff will be able to provide.

7. Besides submitting an application, is anything required of me after the Pre-Application Conference?

Following the Pre-Application Conference but prior to submitting a full application, applicants for a [subdivision](#), [short subdivision](#), or [conditional use permit](#) must conduct and attend a [neighborhood meeting](#) to discuss the proposed development. The purpose of a neighborhood meeting is to receive neighborhood input on and suggestions about the proposal. Requirements for neighborhood meetings are established in SMC 20.05.035.

8. What does a Pre-Application Conference not do?

A Pre-Application Conference does not:

- Vest an application under existing rules and regulations at the time of the meeting
- Constitute an exhaustive review of all potential issues with an application
- Constitute an approval of an application in any way. At or subsequent to a Pre-Application Conference, the department may issue a preliminary determination that a proposed development is not permissible under applicable City policies or regulations.

9. How long after the Pre-Application Conference do I have to submit my application?

Pursuant to SMC 20.05.030(5) Information presented at or required as a result of the Pre-Application Conference shall be valid for a period of 180 days following the Pre-Application Conference. An applicant wishing to submit an application more than 180 days following a Pre-Application Conference for the same application may be required to apply for another Pre-Application Conference. For applications that require a neighborhood meeting, the requirement that completed applications must be received by the City within 120 days of the neighborhood meeting supersedes the 180 day requirement.