



## Pre-Development Services Request Form

Pre-Development Services is a fee-based service offered by the City of Sammamish Department of Community Development and Public Works Department Development Review Division to assist permit applicants and designers in resolving project-specific or code-related issues encountered in project design. This service allows an applicant or designer the opportunity to present specific questions or preliminary design concepts to different City development review groups/disciplines (e.g. Drainage, Zoning, Critical Areas, Public Works Standards, and Building) and receive tailored feedback or response. Pre-Development Services review is not required and is optional at the election of the customer in instances where specific feedback from the City regarding application of codes and standards is needed by the customer. Although this service is not required, the City does not provide tailored feedback to specific questions “over-the-counter” or as a matter of public information. The City’s adopted Policies, Codes, and Standards are available on the City’s Website or at the Permit Center. City Staff are available to help assist applicants and designers in locating applicable codes or standards that can be applied by the applicant or designer to their project design. As an alternative to a customer or applicant submitting a request for Pre-Development Services, the City strongly suggests an applicant obtain the services of a qualified consultant to assist in resolving design issues. If you are being directed by City Staff to file application for Pre-Development Services, it is likely that the question being asked is outside the scope of feedback provided by the City as Public Information and your options are either to apply for Pre-Development Services or to obtain the services of a qualified consultant to assist in project design/development (preferred).

Feedback/response generated from Pre-Development Services review by City staff does not guarantee project approval; however, it may facilitate resolution on design obstacles. In no way does Pre-Development Services substitute the applicant’s or customer’s obligation to design their own project. Pre-Development Services should only serve to supplement and assist an applicant’s project designer in completing their design in instances of complexity (in other words, the City will not complete the design for the applicant – it is the applicant’s obligation to complete their own design, provide all supporting documentation, and submit complete application to the City’s PermitCenter).

To apply for Pre-Development Services review, please submit your request through MyBuildingPermit.com, and upload a completed version of this document in the “File Upload” section along with the items outlined below. Please note that the more specific your questions and information are, the more detailed the City can be in responding to your needs.

### Applicant Information

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Property Information

Owner Name: \_\_\_\_\_ Owner Phone Number: \_\_\_\_\_  
Parcel Number(s): \_\_\_\_\_ Current Zoning: \_\_\_\_\_  
Site Description: \_\_\_\_\_

### Pre-Development Services Questions and Documents

To submit a request for Pre-Development Services, please list the questions or items you are seeking to resolve through Pre-Development Services review on a separate sheet and submit your inquiry along with this form and other supporting documents to the City’s Permit Center or via MyBuildingPermit.com. Please note that the more specific your questions are and the more specific your supporting information is, the more detailed and efficient the City can be in responding to your needs. Please reference code sections, applicant-generated plans, or applicant-generated reports that may be relevant in the City’s review of and response to your questions. Additional documents may be requested by the City to complete Pre-Development Services review depending on the issues identified in the applicant’s request.

If submitted to the City's Permit Center in paper format, all paper format items must also be provided in a PDF format on a USB drive. Please label files as follows: ProjectType\_DocumentType (for example: PDS\_ProposedSitePlan).

- Pre- Development Services Form (This Form - Required)
- Proposed Project Description (Optional – Strongly Suggested) Please provide a brief narrative of your project and what you would like to discuss during your Pre-Development Service to guide the staff in their preparation for the meeting.
- List of Questions for Discussion at Pre-Development Services (Required)
- Proposed Site Plan – See an example [here](#). (Optional – As Needed)

A proper site plan should include the following elements and assist in the City's review efficiency:

- i. Proposed name of project, parcel number, and area of the site (acres or square feet)
- ii. Location of existing public and private utilities, easements, and 100-year floodplain
- iii. Environmentally sensitive areas, as defined by Sammamish City Code Section 21A.50
- iv. Location of on-site wetlands, upland wooded areas, riparian areas, rock out-croppings, and streams (if known)
- v. Configuration and dimensions of all existing and proposed lots and tracts, including proposed park, open space, and or drainage tracts or easements.
- vi. Location and dimensions of existing and proposed buildings, structures.
- vii. Internal circulation system, name and location of existing and proposed roadways and roadway easements (private and public).
- viii. Location of existing and proposed on-site driveways and off-street parking
- ix. Location of existing off-site driveways across the street.
- x. Location and width of existing and proposed on-site pedestrian and bicycle facilities
- xi. Location and width of existing and proposed easement for access, drainage, etc.
- xii. Location of existing and proposed trees and other landscaping to be planted at the site.

- [Historic Resources Affidavit](#)
- Reports and/or Supplemental Documents (Optional – As Needed)
- Plans/Drawing and Supporting Documents/Calculations (Optional – As Needed)

#### Fees

Fee Deposit for Pre-Development Services: \$612. Unused fee deposit balance will be refunded to the applicant at the completion of the City's response to the Pre-Development Services Request.

- Please contact me prior to exceeding the deposit.

#### Response Time

Estimated City Response Time for Pre-Development Services: Minimum 15 business days and dependent on permit review volumes. It is strongly suggested that designers and applicants first consider obtaining services from a qualified consultant before engaging the City in Pre-Development Services review. The Pre-Development Services response timeline does also correspond to specificity and quality of the request.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_