



**City Of Warrenton**  
Planning Department  
Pre-Application Conference  
WMC 16.208

<b>OFFICE USE</b>	FEE \$150
	File# PRE - _____ - _____
	Date Received _____
	Receipt# _____

**Property**

Address: \_\_\_\_\_

Tax Lot (s): \_\_\_\_\_

Zone: \_\_\_\_\_ Flood Zone: \_\_\_\_\_ Wetlands: \_\_\_\_\_

**Applicant**

Name (s): \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Applicant Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

**Property Owner (if different from applicant)**

Name (s): \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I am a record owner of property (person(s) whose name is on the most recently-recorded deed), or contract purchaser with written permission from the record owner and am providing my signature as written authorization for the applicant to submit this application.*

**Project Description**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Pre-Application Conference Information

1. Participants. When a pre-application conference is required, the applicant shall meet with the Planning Director or his/her designee. The Planning Director shall invite City staff from other departments to provide technical expertise applicable to the proposal, as necessary, as well as other public agency staff such as transportation, transit, and airport agency staff.
2. Information Provided. At such conference, the Planning Director shall:
  - a. Cite the Comprehensive Plan policies and map designations applicable to the proposal.
  - b. Cite the ordinance provisions, including the substantive and procedural requirements applicable to the proposal.
  - c. Provide available technical data and assistance, which will aid the applicant.
  - d. Identify other governmental policies and regulations that relate to the application.
  - e. Reasonably identify other opportunities or constraints concerning the application.
3. Disclaimer. Failure of the Planning Director or his/her designee to provide any of the information required by this subsection C shall not constitute a waiver of any of the standards, criteria, or requirements for the application.
4. Changes in the Law. Due to possible changes in federal, state, regional, and local law, the applicant is responsible for ensuring that the application complies with all applicable laws on the day the application is deemed complete.

## Submittal Checklist

Please submit the following items for review at least 10 business days before a scheduled pre-application conference:

- Preliminary site plan or preliminary plat.
- Preliminary utility plan.
- Preliminary elevations (mixed-use, commercial and multi-family)
- Optional: List of questions and concerns.