

# Instructions for Requesting a Pre-Application Conference

## 1. Pre-Application Conference

A. A pre application conference is designed to bring the applicant and designated city services (including, but not limited to Planning, Public Works, Fire and Building Departments) together to review and discuss a proposed development in its preliminary stages, and work towards a code-compliant permit application.

B. The goal is to minimize review timelines and costs for project permit applications by identifying potential site problems and discussing options, alternatives and solutions.

C. Pre-application review is not intended to be a comprehensive or detailed review of the project, and plans that are submitted may be of a conceptual nature.

D. Through early review, staff has the opportunity to explain requirements and answer questions about the permitting process and intake requirements, provide initial feedback regarding code compliance, and provide fee requirements for formal application.

E. The pre-application review requires submittal of plans prior to a pre-application meeting. At the meeting, the applicant will have an opportunity to present an overview of the project, introduce his/her Design Team and meet the City of Ephrata development review staff. The plans for a pre-application review meeting should be submitted as early in the process as possible to give City staff the opportunity to review the plans and prepare for the meeting.

## II. Application Form

A. Answer all questions clearly and provide all information requested on the application form and accompanying application requirements. The site plan does not need to be prepared by a registered land surveyor but the scale and information does need to be as precise as possible.

B. The City of Ephrata has a variety of resources available to the public to help an applicant access the required information for a pre-application conference. These resources include, but are not limited to, Geographic Information System mapping capabilities, water and sewer utility service area maps.

C. Return the completed forms and submit the required number of copies and the appropriate fees to the Planning Department.

D. All items requested on the application for the pre-application conference and any other material that may be required by the city must be submitted at the time of application in order for the application to be accepted. Failure to provide all pertinent information may prevent the city from identifying all applicable issues or providing the most effective pre-application conference.

## III. Filing of Application

### A. Meeting Date

1. Upon submittal of the above materials, staff will schedule a pre-application meeting to take place as soon as possible. All of the applicant's design team professionals should be in attendance at the pre-application meeting.



#### **IV. Conference Response**

A. The Planning Department shall provide a letter outlining significant issues identified during the meeting and the tentative conditions associated with the prospective development as proposed during the pre-application conference.

B. It is impossible for the conference to be an exhaustive review of all potential issues. The discussion at the conference or the informational letter and forms do not bind or prohibit the city's future applicable law. Changes to the proposed development may result in changed or additional conditions applicable to the project.

**Any person requiring a disability accommodation should contact the city in advance for more information. For TDD relay service for Braille, call 1-800-833-6385, for TDD relay service for the hearing impaired, call 1-800-833-6388, or call the City of Ephrata at 509-754-4601.**

