



Snohomish County

Planning and Development Services

LAND DISTURBING ACTIVITY – CONSULTATION MEETING REQUEST PRE-APPLICATION MEETING (SCC 30.70.020)

If a person or entity determines that a proposed land disturbing activity is exempt from obtaining a land disturbing activity permit under SCC 30.63B.070, the person or entity may consult with the department to confirm the determination or to ensure compliance with other applicable requirements of Snohomish County Code, Title 30. The consultation may be requested by following the pre-application process described in SCC 30.70.020.

All consultation requests shall follow the pre-application process described in SCC 30.70.020.

APPLICATION PROCESS FOR A CONSULTATION REQUEST MEETING REQUEST:

1. Complete the **Consultation Meeting Request form** and prepare ten (10) sets of all items listed on the **Consultation Meeting Submittal Checklist**. A set consists of the site plan, site description, project description, and Request for Consultation Meeting form. The filing fee for the consultation meeting varies depending if you are requesting a consultation regarding land use, engineering, or both.
2. Call **(425) 388-3311 x2790** for a submittal appointment. PDS staff will review your submittal to verify it meets the minimum submittal requirements and process your request for a consultation meeting.
3. Your request will be assigned a project file number (PFN), and you will be provided a transaction statement for the associated fees. The fees will be based upon the type of consultation request you are requesting. The payment of the fees are required at the time of submittal.
4. Your submittal documents will be routed to a review team. Comments will be presented to you at the Consultation Meeting.
5. At the Consultation Meeting:
 - (a) The applicant may be asked to explain or clarify the project;
 - (b) A review of the project and its potential for exemption from obtaining a land disturbing activity permit under SCC 30.63B.070 will be reviewed;
 - (c) The potential for exemption from drainage review requirements under SCC 30.63A.200 will be reviewed; and
 - (d) When requested, project review team members, based on their evaluation of submittals, will respond to questions regarding land use questions related to compliance with Title 30 SCC requirements or engineering questions related to applicable requirements of chapters 30.63A and 30.63B SCC.
5. Review staff will be available for any follow-up questions after the Pre-Application Meeting and prior to formal submittal.



Snohomish County
 Planning & Development Services
REQUEST FOR CONSULATATION MEETING

Applicant Name:	Address:
Email Address:	Phone:
Contact Person:	Address:
Email Address:	Phone:
Project Address or Location:	Tax Account Number(s):
Acreage of subject property:	Within Urban Growth Area? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, associated with which city?
Project Name: (if applicable)	

Land Disturbing Activity (Clearing and Grading) Summary Information

LDA Application is for: Clearing Grading Other _____

Is the proposal New Development (SCC 30.91N.044) Yes No , **or**

Is the proposal Redevelopment (35% existing impervious) (SCC 30.91R.070) Yes No

Clearing in sq. ft. or acres: _____

Conversion of Native Vegetation to Lawn/Landscaped Areas in sq. ft. or acres: _____

Conversion of Native Vegetation to Pasture in sq. ft. or acres: _____

Grading Quantities in cubic yards: Cut: _____ Fill: _____

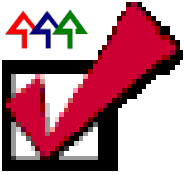
Proposed Impervious Surface in sq ft:
 New: _____ Replaced: _____ New, Plus Replaced Total: _____

Check the appropriate box that the consultation meeting is being requested for.

- Confirmation that proposed land disturbing activity (LDA) is exempt from LDA Permit under SCC 30.63B.070. (Engineering consultation)
- Ensure compliance with other applicable requirements of Title 30 SCC. (Land use consultation)
- Both (Engineering and Land Use consultations)

I am the owner, or authorized by the owner, to submit this request for a pre-application meeting. I grant permission for Snohomish County PDS staff to enter the subject property, if necessary, for the purpose of site inspection. I acknowledge that the focus of the meeting is general in nature, for informational purposes only and shall not be interpreted as a binding commitment by Snohomish County or the applicant.

Signature _____ **Date** _____



Consultation Meeting Submittal Checklist

For PDS Use Only

PROJECT FILE NUMBER: _____ ACCEPTED BY: _____
PROJECT NAME: _____ DATE: _____

_____ 1. Site Plan

Site plan showing the following:

- Existing parcel(s) assembled
- Scale (standard Engineering scale)
- North arrow
- Date drawn
- Vicinity map
- Existing structures
- Existing septic system(s) and/or well(s) (if applicable)
- Existing easements (if applicable)
- Existing rights-of-way
- Proposed areas of land disturbing activity (grading, clearing and new, replaced or new plus replaced impervious surface)
- Proposed access to existing road system (if applicable)
- Existing elevation contours at intervals not greater than five feet
(not required where site relief is less than five feet)
- Critical Areas pursuant to Title 30 SCC
- Flood Hazard Areas
- Proposed drainage showing collection, detention and discharge

_____ 2. Site Description

Provide a brief, written description of the site, describing parcel conditions such as soils, drainage, topography, wetlands, streams, vegetation, and any other unique characteristics of the site.

_____ 3. Project Description

Provide a brief, written description of the proposed land disturbing activity and why you have identified the proposed activity to be exempt from the LDA permit requirement.

If seeking verification of compliance with other applicable requirements of title 30, please specify questions that you have about the proposed activity and stormwater regulations that you would like reviewers to respond to at the Consultation Meeting. Please provide a list of questions specific to your proposed activity.

_____ 4. Filing Fee (Drainage and Land Disturbing Activities Consultation pursuant to Chapter 30.86 SCC)