

Pre-Application

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The purpose of the pre-application conference is to acquaint the applicant with the requirements of the Hunts Point Municipal Code and project review procedures. Further, the Building Services Department can become acquainted with the proposed application for purposes of determining appropriate review procedures, thus facilitating the application and project review process. While a pre-application conference is very helpful in making clear the proper path for bringing a proposed project to fruition, it is impossible for the conference to be an exhaustive review of all potential issues.

Pre-application Submittal

The pre-application conference shall be held no more than fourteen (14) calendar days following the filing of a pre-application request. In order to ensure that the pre-application conference is meaningful, the applicant must provide enough information to review the proposal including a completed pre-application form, written narrative, and site plan(s).

Pre-application Conference

After submittal of the pre-application material to the town, staff will make an appointment with the applicant for the conference. The conference will be attended by the appropriate staff from the town. While, this is not a detailed review, department representatives may note any problems identifiable from the Pre-Application submittal and will provide the applicant with the following information:

- A list of the requirements for a completed application;
- The references to the relevant code titles or development standards under which the application will be reviewed.

Expiration of Pre-Application Conference

The Building Services Department suggests that a new pre-application conference should be scheduled for proposals that have not been submitted within one (1) year of the conference date.

Fees

See fee schedule



Town Hall, 3000 Hunts Point Road, Hunts Point, WA 98004-1121. Phone 425.455.1834, FAX 425.454.4586. Permit intake and issuance hours are Tuesday and Thursday, 8am-12pm and 1pm-5pm. Building Services Department 425.455.1834.