

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.

The intake checklist identifies the recommended application elements for the Town of Hunts Point pre-application meeting.

Applicant: Check each box under the applicant heading on this checklist to confirm items that are included in your submittal.

Four (4) of each item on the list below is recommended.

Applicant

- Completed pre-application form
- Proof of agency (required if agent has been selected to represent home owner)
- The applicable fee(s)
- Record Sales Tax Under #1713 Town of Hunts Point , WA 98004-1121 for purposes of reporting to the Department of Revenue
- Written narrative outlining the proposed development
- Vicinity map (minimum 8 ½ X 11)
- Site plan, drawn to scale, depicting existing and proposed improvements on the property, property lines and approximate location of adjacent structures. The more detail shown on the site plan will enable more specific feedback from the town. See the checklist for specific permit sought (building, conditional use permit, etc.) for information you may wish to include in the pre-application submittal.
- For proposed new structures, preliminary elevation drawings clearly indicating the structure(s) height, setback and the gross floor area ratio.



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Pre-Application

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RECORD SALES TAX UNDER #1713 Town of Hunts Point, WA 98004-1121

FOR STAFF USE ONLY

Applicant Information:

Name _____ Phone _____ Fax _____
Mailing Address _____ City _____ Zip Code _____
Email _____

Amount Paid \$ _____
Date Paid _____
Receipt #: _____

Owner Information:

Name _____ Phone _____ Fax _____ Email _____
Mailing Address _____ City _____ Zip Code _____

Agent Information:

*Name _____ Phone _____ Fax _____ Email _____
Mailing Address _____ City _____ Zip Code _____

(*This person is designated to receive all communications, correspondence, determinations, and notices required by applicable development regulations.)

Property Address: _____

Lot # _____ Size of property _____
Zone _____ Assessor's parcel # _____

Description of proposed use and permit(s) sought (if further space is needed, please attach explanation):

Proposed # of structures _____
Square footage of each structure _____
Number of stories in each structure _____
Approximate project submittal date _____

Applicant Signature

Date

I hereby authorize town representative(s) to inspect my property Monday-Friday between the hours of 8 a.m. and 5 p.m. during this permit application.

NOTE: All costs from actual staff/consultant time outside of the pre-application meeting will be billed to applicant.



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Proof of Agency / Hold Harmless Agreement

9a

PROPERTY ADDRESS: _____

PERMIT TYPE: _____ PERMIT NUMBER: _____

Proof of Agency

A proof of agency is required for the acceptance of any permit where the permit applicant ("agent") is not the recorded owner of the property ("owner"). If the owner is a corporation, LLC, LLP, or partnership, this form must be completed and signed by the chief executive of the entity that holds ownership of the property in question.

Owners which apply for permits on their own behalf do not need to complete this form. **All other applicants must fully complete this form, including the owner's signature, before the Town of Hunts Point will process any application documents.** Each separate application must include an original, fully executed Form 9a, Proof of Agency/Hold Harmless Agreement.

To BE COMPLETED BY OWNER:

I, _____, as the owner of
(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)
the above-referenced property, hereby authorize the person or entity outlined below (the "agent") to act as my sole agent regarding the above-referenced property, and further stipulate that the agent may act on my behalf for purposes of filing applications for decisions, determinations, permits, or review under any applicable Hunts Point Codes, and further stipulate that the Agent has full power and authority to perform, on my behalf, all acts necessary to enable the Town to process or review applications, issue permits, authorize revisions, and perform inspections required under all codes in force. **I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.**

[Signature of Property Owner/Chief Executive] [Date]

[Contact Address] [City] [State] [Zip]

[Phone] [Fax]

To BE COMPLETED BY AGENT:

[Print Name of Agent] [Title]

[Contact Address] [City] [State] [Zip]

[Phone] [Fax]



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Hold Harmless Agreement

A hold harmless agreement is required for the acceptance of any permit, and must be signed by the property owner. If the owner is a corporation, LLC, LLP, or partnership, this form must be completed and signed by the chief executive of the entity that holds ownership of the property in question. There are no permits or circumstances under which the town will accept application without an executed hold harmless agreement.

To BE COMPLETED BY OWNER:

I, _____, as the owner of
(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)
the above-referenced property, hereby agree as a condition of permit application and/or issuance, to protect, defend, and hold harmless the Town of Hunts Point, its officers, agents and employees, and to indemnify them from all liability, loss and expense, including reasonable attorneys fees, that the Town of Hunts Point, its officers, agents and employees may incur by reason of accepting this application and/or issuing this permit, and all other acts taken by the Town of Hunts Point relating to the work described under the permit documents including but not limited to plans examination, issuance of permit(s), inspection and approval of construction and issuance of certificates of occupancy, to the extent that any such liability, loss and expense results from any errors or the misrepresentation of any material fact in the permit application documents, whether negligent or intentional. I further certify that I am the owner of the property referenced at the top of this document. **I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.**

[Signature of Property Owner/Chief Executive]

[Date]

[Contact Address]

[City]

[State]

[Zip]

[Phone]

[Fax]

Permit Fee Schedule

| | |
|---|---|
| Boundary Line Adjustment and Lot Consolidation | \$500.00 plus actual staff/consultant time |
| Building | As set forth in HPMC § 3.05.120(4), based on total project square footage |
| ➤ Plan Review | 65% of Permit Fee |
| ➤ Inspection | Base Deposit \$1,800.00; May be adjusted by Building Official |
| ➤ Fire Sprinkler | UBC Table 1A fee valuation plus staff/consultant time |
| ➤ State Building Code Fee | \$4.50 |
| Building Permit Exemption Request | \$50.00 plus actual staff/consultant time |
| Conditional Use | \$500.00 plus actual staff/consultant time |
| Demolition | \$250.00 |
| Heavy Truck Street Repair Fund Fee | 1% of the total valuation of the project |
| Mechanical | |
| ➤ In-Kind Replacements | See Mechanical Fee Schedule Form 10a |
| ➤ All Other Mechanical Installations | UBC Table 1A fee valuation |
| ➤ Plan Review | 65% of Permit Fee |
| ➤ Inspection | As determined by Building Official |
| Plumbing | |
| ➤ In-Kind Replacements | See Plumbing Fee Schedule Form 35 |
| ➤ All Other Mechanical Installations | UBC Table 1A fee valuation |
| ➤ Plan Review | 65% of Permit Fee |
| ➤ Inspection | As determined by Building Official |
| Pre-Application Meeting (for new construction or remodel valued at \$25,000.00 or greater) | \$500.00 |
| Reconsiderations/Appeals | \$500.00 plus actual staff/consultant time |
| Right of Way Use | \$250.00 plus actual staff/consultant time |
| SEPA Review | \$500.00 plus actual staff/consultant time |
| ➤ EIS review/assessment | \$500.00 plus actual staff/consultant time |
| Shoreline Substantial Development | \$500.00 plus actual staff/consultant time |
| Shoreline Substantial Development Exemption | \$250.00 plus actual staff/consultant time |
| Site Development | \$500.00 plus actual staff/consultant time |
| Street Cleaning | \$3,000 deposit |
| Street Opening | \$250.00 plus actual staff/consultant time |
| Subdivision | |
| ➤ Short Plat (4 or less lots) | \$2,500.00 plus actual staff/consultant time |
| ➤ Preliminary Plat | \$2,500.00 plus actual staff/consultant time |
| ➤ Final Plat | \$2,500.00 plus actual staff/consultant time |
| Special Use | \$500.00 plus actual staff/consultant time |
| Telecommunications Franchise | Fee negotiated |
| Telecommunications Right of Way Use | \$250.00 plus actual staff/consultant time |
| Tree Removal | \$50.00 plus actual staff/consultant time |
| Variance | \$500.00 plus actual staff/consultant time |

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