

Pre-Application Meeting

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

Submittal, Preparation and Fee:

Submittal of all application elements are necessary to schedule the pre-application meeting. The application shall be accompanied by the fee as set forth by resolution.

The required number of plan sets is four (4)

**General Requirements (1 original copy of each item is required)
If an item is not applicable, attach explanation.**

General Requirements:

- 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 (8½" 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 sough (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.



Town Hall, 3000 Hunts Point Road, Hunts Point, WA 98004-1121. Phone 425.455.1834.
Permit intake and issuance hours are Tuesday and Thursday, 8:30 am – 5:00 pm.
Building Services Department 425.455.1834.