



City of Mukilteo

Pre-Application Meeting Request Information

11930 Cyrus Way
Mukilteo, WA 98275
(425) 263-8000
www.mukilteowa.gov

What is a Pre-Application Meeting?

Pre-Application Meetings provide applicants an opportunity to discuss a development proposal with City staff prior to submitting a formal application. This typically includes representatives from Community Development (Planning and Building), Fire, Public Works, Engineering and Stormwater. Pre-Application Meetings are free.

While not intended to provide an exhaustive review of all potential issues, Pre-Application meetings can:

- Provide the applicant and City staff with an early opportunity to identify and address major issues; possibly saving both time and money.
- Acquaint the applicant with City requirements, timelines, fees, procedures, and relevant criteria, facilitating a complete submittal;
- Discuss the plan review process to expedite permit processing and approvals; and
- Familiarize City staff with the potential application, facilitating review once a formal application is submitted.

When are Pre-Application Meetings scheduled?

Pre-application Meetings are held Thursdays at 10:00am and 11:00am. All requested information must be submitted by Monday the week prior. This deadline ensures City staff has adequate time to review and research the proposal.

Meetings will not be scheduled until all materials and information is submitted. Proposals with significant policy, legal, or otherwise complex issues may require more time for staff research and may be scheduled at a later date or at a time outside of the normal pre-application hours.

Staff will notify you of your meeting time via email once your project has been discussed.

What is required to schedule a Pre-Application Meeting?

The following items are required before a Pre-Application Meeting can be scheduled:

- A brief narrative of the proposal.
- A list of specific questions you would like answered.
- A completed/signed Pre-Application Meeting Request Form.
- An electronic copy of proposed plans, with a site plan*.

Additional information is encouraged. While plans can be conceptual and do not need to be construction quality, they do need to be of sufficient detail to allow staff to provide constructive comments.

You are welcome to bring your submittal into City Hall or email permittech@mukilteowa.gov.

*If you are unable to provide an electronic copy, five (5) paper copies may be submitted to the City.



City of Mukilteo Pre-Application Meeting Form

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GENERAL INFORMATION

ADDRESS/LOCATION: _____ PARCEL NO: _____

APPLICANT / CONTACT INFORMATION

NAME: _____ PHONE: _____ EMAIL: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PROPERTY OWNER INFORMATION Same as Above

NAME: _____ PHONE: _____ EMAIL: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PROJECT INFORMATION (attach additional sheets as needed)

DESCRIPTION OF WORK : _____

QUESTIONS: _____

DOCUMENTS AND INFORMATION INCLUDED (check all that apply):

*Required

- | | | | |
|--|---|---|---------------------------------------|
| <input type="checkbox"/> Site Plan* | <input type="checkbox"/> List of Questions* | <input type="checkbox"/> Critical Areas Report(s) | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Project Narrative | <input type="checkbox"/> Geotech Report | | _____ |
| | | | _____ |

SIGNATURE:

I certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my knowledge. Materials submitted as part of pre-development meetings do not constitute a formal application. Pre-application meetings also are not used to determine the completeness of an application and therefore do not “vest” an application. A determination of “completeness” is evaluated only after a formal application is made. I acknowledge the meeting is for informational purposes only and shall not be interpreted as a binding commitment by the City of Mukilteo.

Applicant / Authorized Agent Signature

Date