



Project Pre-Application Form

The Town of Coupeville project pre-application process includes an informal meeting with Town staff for preliminary feedback on development or land use proposals. There is no fee for this service unless outside consultants providing engineering or other services to the Town are requested to review the pre-application materials and provide feedback. The applicant will be notified ahead of time if outside consulting services are necessary and standard hourly rates will apply.

At the initial meeting, staff describes the Town standards, processes, and regulations that would apply to the proposal and the applicant has an opportunity to ask questions. Staff from Planning, Public Works, Building and Engineering typically attend the meeting. Additional meetings with staff may be scheduled at this time, as required.

In order for staff to provide meaningful input, a basic level of information should be provided on this application. Please complete this form and return to the Town front desk (Monday – Thursday, 8 a.m. to 4:30 p.m.), or email the form to planner@townofcoupeville.org. For further information, call 360-678-4461 ext 103.

Applicant Contact Information:

Name: _____
Address: _____
Telephone: _____
Email: _____

Property Owner Information: (If different from applicant)

Name: _____
Address: _____
Telephone: _____
Email: _____

Project Information:

Provide property address, assessor's parcel number. Attach a basic site plan.

Nature of the Project:

(For example: "Construct single family residence", "Addition to existing residence", "New commercial building", "Four lot shortplat"). Include a description of existing structures and uses along with a description of future structures and uses.

(Attach additional pages as necessary and questions for Town staff)

Applicant's Signature

Date