



## Pre-Application Conference Form Town of Coupeville

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**A Pre-Application Conference** is a meeting that a future applicant schedules with Town of Coupeville staff members to discuss a potential land use development proposal before submitting a formal application. At the meeting, staff describes Town standards, processes, and regulations that would apply to the proposal described in the conference application. The applicant has an opportunity to ask questions of Town staff and to learn more about the proposal in a meeting environment. Representatives from Planning, Public Works, and Building departments, as well as Ebey's Landing National Reserve, typically attend the meeting. Application packages will be routed to appropriate outside agencies for comments or possible attendance.

A meeting is scheduled after this application and associated materials are completed and submitted to the Town and is scheduled on a "first come-first serve" basis, at least two weeks after the pre-application materials are submitted **The pre-application fee is \$150.00**. Additional fees may be required if 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.

**The Pre-Application Conference/Meeting is not an authorization or approval of a development proposal. You must submit a separate application for any proposal and a decision must be issued prior to any site disturbance. This conference/meeting will not vest your proposal, and future permit application submittals will be subject to codes/ordinances in effect at the time of application submittal.**

### **SUBMITTAL OF AN 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 [permits@townofcoupeville.org](mailto:permits@townofcoupeville.org). For further information or assistance, phone (360) 678-4461, extension 104.

**By Mail or Delivery To:** Town of Coupeville  
4 NE Seventh Street  
Coupeville, WA 98239

Assemble this application together with all maps and necessary documentation outlined in this application to create one complete application package. If your application includes large sheets (18" x 24" or 24" x 36"), please include three additional hard copies of the large sheets and provide an electronic copy for staff.

# PRE-APPLICATION CONFERENCE APPLICATION

## GREYED SECTION FOR TOWN USE ONLY

Application Number

Date Received

Fee Paid

Receipt

## PART A

Contact Person Name \_\_\_\_\_ Phone \_\_\_\_\_

(The agent or consultant for the application who will be the **only** party that will receive correspondence and inquiries.)

Mailing address \_\_\_\_\_ E-Mail \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing address \_\_\_\_\_ E-Mail \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Owner Names \_\_\_\_\_ Phone \_\_\_\_\_

(If other than the applicant)

Mailing address \_\_\_\_\_ E-Mail \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

In simple terms, briefly describe the project:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Address (Or Closest Intersection):

\_\_\_\_\_

Assessor Parcel Number(s):

\_\_\_\_\_

**PART B**  
**PRE-APPLICATION CONFERENCE (PRE)**

In addition to the information requested in Part A, please answer the following questions and provide a map/site plan of the proposal. **By providing answers to the following questions, the staff will better understand your proposal and be able to prepare for your meeting.**

**General Site Information.** Please describe the existing parcel(s) and land use(s). You may attach a separate sheet to supplement your description.

1. Describe the **EXISTING** structures, uses, and other improvements on the site.

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- \* What is the total area of the site? \_\_\_\_\_
- \* Square footage of the existing building footprints: \_\_\_\_\_
- \* Total square footage in all stories: \_\_\_\_\_
- \* Number of Stories: \_\_\_\_\_ Building Height: \_\_\_\_\_
- \* Percent of site covered by impervious surfaces: \_\_\_\_\_

2. What is the existing source of water? \_\_\_\_\_
3. How is the existing sewage disposal handled? \_\_\_\_\_

4. Describe the type and locations of the topography on the site.  
(e.g., Areas that are flat, gently sloping, steep, very steep, and/or depressed.)
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5. Describe the characteristics of the soils on site (clay, sand or loam). \_\_\_\_\_

6. Are there areas with mature vegetation, steep slopes or critical areas such as wetlands, streams, or geologically hazardous unstable slopes?  
If so, please describe the types and locations.
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7. Is the project site within 200 feet of the shoreline? \_\_\_\_\_

8. Existing/Proposed Access. What public or private roads are adjacent to or on the site? Describe the location of existing access point(s), driveway(s), and access and/or utility easements. Describe the proposed access onto public and private roads.
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**Site Plan/Map of the Proposal.** Provide a conceptual plot plan of your proposal. It should be *drawn to scale* and it should *clearly show your property boundary lines, existing natural features and topography, shorelines and other critical areas, existing and proposed structures and land uses, vegetation, existing water and sewer lines or sewage disposal systems (if applicable), and the existing and proposed access.* Please use the following checklist to assist in drawing your plan/map.

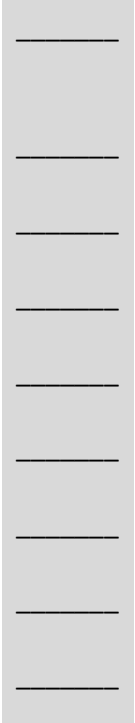
**Plot Plan/Map Checklist**

*Provide as much of the following information as possible. More information will provide the staff with a better understanding of existing conditions on the site.*

- \_\_\_\_\_ a. Drawn to a standard engineering scale.
- \_\_\_\_\_ b. North arrow.
- \_\_\_\_\_ c. Location, dimensions, and area of full extent of land included in proposal.
- \_\_\_\_\_ d. Location and size of existing and proposed buildings and other improvements, including, water & sewer lines or septic systems (if applicable), wells, fences, driveways, entrances, and exits serving each structure, off-street parking and loading areas.
- \_\_\_\_\_ e. Setback distances between property lines and structures (if known).
- \_\_\_\_\_ f. Location and amount of proposed open space (if applicable).
- \_\_\_\_\_ g. Location of existing and proposed roads.
- \_\_\_\_\_ h. Total area of the site & square feet in paved or other impervious surfaces.
- \_\_\_\_\_ i. Show all easements & label with the existing and intended use.
- \_\_\_\_\_ j. Drainage/Stormwater. Show existing drainage/stormwater systems and the direction of the water flow.
- \_\_\_\_\_ k. Grading (excavating) Plans. Show existing and proposed finished grade contours for any cut or fill 2 feet or greater in height in plan view and cross sections (if available). Indicate quantities of fill or excavation in cubic yards. For any material exported from the site, state quantity and where materials will be disposed. For any materials imported to the site, indicate quantity, source and type of materials.
- \_\_\_\_\_ l. For a subdivision, show location and dimensions of all proposed and existing lots.
- \_\_\_\_\_ m. Land features. Show top and toe of all slopes, direction of slope, percentage of slope or slope angle, seasonal drainage ways and soggy areas, ditches, ravines, lakes, ordinary high-water mark of shoreline, etc.

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- n. Critical Areas. Show streams, wetlands, protected species habitat, and geological hazard areas on or within 100' of the site.
- o. Existing and proposed vegetation. Please be specific about the types.
- p. Clearing Limits. Show areas where existing trees & brush will be cut or removed.
- q. Legend that includes:
  - i. Site address if assigned,
  - ii. Assessor parcel number(s) of the parcel proposed for division, and
  - iii. Total area of the site and area of each proposed and existing parcel or lot.
  - iv. Name, address, and telephone number of applicant(s), and fee owner(s), and
  - v. Date of drawing.



## **Description of the Proposal**

1. **Proposed Land Uses.** Answering the following questions will help Town staff understand your proposal. Please be sure to provide details and to describe the existing and proposed land uses and any features that are not identifiable in map form. You may use a separate sheet to provide additional information or narrative.

a. Describe each proposed land use in detail: residential, commercial, industrial, storage, utilities, or other? Describe the structure design; include factors such as siding, roofing and/or construction materials, roof type (gable, hipped, flat, etc.), and architectural style.

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b. **Proposed Structures.** Describe the proposed structures. Include design elevations of new structures or improvements, alterations, and additions (if available).

- \* Total square footage of existing and proposed footprints: \_\_\_\_\_
- \* Total square footage in all proposed stories: \_\_\_\_\_
- \* Structure Height: \_\_\_\_\_ Number of Stories: \_\_\_\_\_
- \* Percent of site to be covered by impervious surfaces: \_\_\_\_\_
- \* Distance from shorelines or other critical areas? \_\_\_\_\_

c. **Residential Uses?** How many dwelling units are proposed? \_\_\_\_\_

Describe the type of dwelling units proposed  
(single family detached, duplex, triplex, townhouse, etc.) \_\_\_\_\_

What is the proposed density (the number of units per square feet/acre)? \_\_\_\_\_

2. **Land Division.** Does the proposal include the division of land to create lots?

Yes \_\_\_\_\_ No \_\_\_\_\_ **If yes**, please answer the following questions:

- \* How many separate parcel numbers exist today? \_\_\_\_\_
- \* On what date was the existing parcel(s) created? \_\_\_\_\_
- \* What is the total number of separate parcels that is proposed? \_\_\_\_\_
- \* How would the new parcels be accessed? \_\_\_\_\_
- \* Describe the location and amount of area to be cleared and/or graded? \_\_\_\_\_

**Please show the proposed lot lay-out, access, and areas of clearing and grading (excavating) on the map.**

3. **Proposed Source of Water and Sewage Disposal.** What is the proposed source of water supply for the proposed use or land division? What is the proposed method of sewage disposal for the proposed use or land division?

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***Please provide any additional information that you believe will help the staff understand your proposal. This will ensure you receive the most accurate information available at the time of your meeting. Items such as photographs, geology reports, wetland delineations, drainage reports, or other information you have would be helpful if available.***

I hereby certify I am (we are) the owner(s) or the authorized agent, and that I/we are familiar with the rules, regulations, and procedures with respect to preparing and filing for this pre-application conference. All statements, answers and information provided as part of this submittal are in all respects complete, true, and accurate to the best of my/our knowledge and belief.

\_\_\_\_\_  
**Owners' Signature(s)**  
**(All owners must sign\*)**

**Date**

\_\_\_\_\_  
**Agent's Signature**

**Date**

\_\_\_\_\_  
**Owners' Signature(s)**  
**(All owners must sign\*)**

**Date**