



City of DuPont Planning Department Pre-Application Review

1700 Civic Drive
DuPont, WA 98327
www.ci.dupont.wa.us

Phone 253-912-5393
Fax 253-964-1455

City File Number: _____

Who

Everyone considering a multi-family, commercial, or industrial development is required to participate in the preapplication process. There is no cost for this review.

What

The purpose of the preapplication process is to discuss the nature of the proposed development, application and permit requirements, fees, review process and schedule, applicable plans, policies and regulations. The preapplication process takes approximately four weeks.

When

Generally, preapplication meetings are held at 9:00 a.m. on Tuesday, approximately four weeks from the time a complete preapplication is delivered to the City. The Planning Department will set the preapplication meeting date when the preapplication review form is received.

Where

Preapplication meetings are held at DuPont City Hall, 1700 Civic Drive, DuPont, WA 98327.

How

To start the process, prepare eight (8) sets of schematic drawings of your development proposal, fill out this form and the Agent Authorization form. The Agent Authorization form can be found on the City website at: <http://www.ci.dupont.wa.us/city-hall/forms-permits.html>. The drawings may be of any size. However, there are drawings size requirements for formal application submittal. All city departments will review your proposal. The Planning & Development Services Division will call you to confirm the preapplication meeting date.

Questions?

Please call the Planning Department at (253) 912-5393 for additional information.

Preapplication Review Form

Please complete the following questions. This information assists us in providing accurate and complete information concerning your proposal.

General Information:

Project name: _____

Parcel Number(s): _____

Applicant name: _____

Address: _____ City/ State/ Zip: _____

Phone number: (____) _____ Fax number: (____) _____

Applicant's representative: _____

Address: _____ City/ State/ Zip: _____

Phone number: _____ Fax number: _____

Project Information (may be written or drawing):

Location and description of proposal. Be specific.

Site area in square feet: _____

Project access points: _____

Site Information (if available):

Building floor area: _____

Building height: _____

Number of dwelling units: _____

Impervious surface area: _____

Number of employees: _____

Landscape area: _____

Estimate of water and fire needs: _____

Estimate of traffic generation: _____

Number of disabled, compact, and standard parking stalls: _____

Description and area of all proposed tracts: _____