



Submittal Worksheet
Pre-Application Meeting

WHAT IS THE PURPOSE OF THE PRE-APPLICATION MEETING?

The purpose of the pre-application conference is to assist applicants in preparing their development applications for submittal to the City, to identify potential problems, and to streamline the development review process. These pre-application conferences are informal and provide an opportunity to meet with the City departments responsible for development review. City representatives will review the submitted materials, provide comments, and may also identify issues or concerns wherever noted. It is not meant to be a detailed review of proposed plans or ideas.

Please be aware that any communication or checklists provided to you at this meeting do not imply approval or conditional approval of the pending application. Future review of your formal application may require changes, alterations, or additional information to clarify the details of your proposal and design.

DIGITAL SUBMITTAL REQUIRED

The City has implemented a paperless permit system for all planning permits. All application materials are required to be submitted electronically via the Pre-Application Meeting Form located on the [City of Bonney Lake Permit Center webpage](http://cobl.us/permitcenter) - cobl.us/permitcenter. Please contact the Bonney Lake Permit Center at (253) 447-4356 if you have questions regarding the submittal process.

Application Procedures: Pre-application conferences are held on Thursday afternoons by appointment at 2:00pm and 3:00pm. Due to the popularity of these meetings, appointments are granted on a first come/first serve basis as complete submittals are received. Appointment times will not be held for an applicant that has not submitted a complete application with uploaded review documents or paid for a pre-application package in advance.

Pre-Application Conference Form: To schedule a pre-application meeting, complete the online [Pre-Application Meeting Form](#), upload the required documents and submit. If you have any questions on the process, please reach our Administrative Assistant at 253-447-4356.

Scheduling and Fee: Staff will advise you of the next available date and collect the \$300 application fee (per BLMC 3.68). Once the fee is paid, staff will begin reviewing and compiling comments.

Preliminary Plans: Preliminary site plan shall be submitted. Preliminary site plans need not be fully engineered and can be hand drawn. The following items are guidelines for the preparation of the preliminary site plan:

1. Applicant's name, address, and phone number.
2. North arrow, scale (1inch = 100 feet minimum), and date.



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3. Dimensions of the parcel(s).
4. Location(s), size(s) in square feet and use(s) of any existing building(s) on site.
5. Location and width of existing and proposed easements for access, drainage, utilities, etc; existing and proposed driveways, road easements and right-of-way on the site and on adjacent properties, including those across the street.
6. Proposed street right-of-way dedication (if applicable)
7. Proposed phasing (if applicable).
8. Any watercourse (stream, drainage, etc.) on or adjacent to the site.
9. All sensitive areas such as unstable/steep slopes, flood plains, or wetlands on or adjacent to the site.
10. Location of all fire hydrants within close proximity of the property.
11. Location of all utility poles, streetlights, etc. in the public right-of-way adjacent to the site.

If the preliminary interior building floor plan is submitted, the plan should include a complete/scaled floor plan showing all of the following (list includes items for restaurants/kitchens):

1. Applicant's name, address and phone number
2. Type of construction
3. Square footage
4. Occupant load and occupancy classification
5. Fire barrier(s) type and location.
6. Seating layout (include outside seating, if applicable)
7. All accessibility requirements
8. Sprinkler requirements (if known)
9. Grease interceptor size and location
10. Kitchen equipment (Type 1 hoods, dishwashers, fryers, grills, et cetera)
11. If the proposed project is in an existing building (Tenant Improvement), all of the above and a complete existing floor plan should be included for comparison
12. Interior and exterior signage