



Pre-application meeting information

Pre-application meetings are intended to provide applicants an opportunity to present development proposals to the Department of Local Services, Permitting Division (Permitting) prior to the formal permit submittal. This process allows applicants to ask permitting staff questions about applicable codes and standards and to determine the requirements for a complete application. It also allows Permitting staff to become familiar with project elements prior to a complete, in-depth review. There are two types of Pre-application Meetings.

1) A **Voluntary Pre-application Meeting** is held at the applicant's request to gain a better understanding of regulations that will influence the project design or to determine the project's feasibility. This meeting may be very preliminary in nature and is not intended to fulfill the mandatory pre-application meeting requirements of the King County Code (KCC). The applicant is free to choose as many or as few review disciplines as they feel necessary to discuss the desired topics that will help refine their proposal.

Voluntary pre-application meetings for commercial building permits and site development/clearing & grading permits subject to SEPA (Type 1 decisions) are highly recommended. Although these permit types do not require a pre-application meeting, the communication with staff is likely to reduce the number of revision cycles and improve permit approval timeframes.

2) A **Mandatory Pre-application Meeting** is required prior to permit submittal for all Type 2, 3, and 4 decisions per KCC 20.20.030. A mandatory pre-application meeting generally requires a higher level of plan detail than a voluntary pre-application meeting. The objectives of the mandatory pre-application meeting are to provide guidance on the requirements for a complete application and to expose and discuss any critical issues. Depending on the development permit being discussed, Permitting considers certain review disciplines essential to the review of the permit application. See submittal requirements on page 4 for direction.

Information provided by King County staff during the pre-application phase is preliminary in nature and subject to changes in codes and regulations until a formal permit application is submitted and deemed complete. The pre-application process is not intended to provide assurances that a development proposal will be approved by King County. Pre-application meeting products are valid for one year from the date of the meeting.

Pre-application meetings do not vest a proposal to a particular version of code, regulation, or standard.

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Application Submittal

1. Complete the “pre-application meeting application form”.
 - a. Select the review disciplines from the list below that apply to your project. Permitting may determine additional staff/disciplines are necessary based on the pre-application materials presented and charges will apply accordingly.
2. Submit the completed Pre-application Meeting Application form to PermitCenter.DPER@KingCounty.gov.

Invoicing and Payment

1. You will receive an email with an invoice and permit number for payment of the pre-application fee.
2. Using the provided permit number (no user account is required), pay the invoice at <https://aca.accela.com/kingco/Default.aspx>.

Additional Documents

1. Upon payment of your pre-application meeting fees, the project manager will:
 - a. Coordinate a pre-application meeting date and time. The meeting will be online using Microsoft Skype.
 - b. Send you an email with a Microsoft OneDrive link for the purpose of sending large files to Permitting. Refer to the Submittal Requirements section for a full listing of required documents. Upload the documents appropriate for your project. Documents should be in the PDF format.

Alternatively, applicants may email documents (10 gigabyte size limit) or transfer files using their own cloud storage location (DropBox, Google Docs, Adobe Cloud, etc.). If an alternative service is used, Permitting staff are not permitted to create user accounts to access these services.

Incomplete application packages can delay the scheduling of the pre-application meeting.

Additional Resources

King County [Department of Local Services, Permitting Division](#)

- [Pre-application meeting packet](#)
- [Property Research Guide](#) and [Property Research Video](#)
- [Permit Fees](#)
- Call the Permit Center at 206-296-6600 or email DPERWebInquiries@KingCounty.gov

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Review Disciplines and Fee Information

King County Code Title 27 requires Permitting to assess non-refundable fees for pre-application meetings based on the number of review disciplines preparing review comments and attending the pre-application meeting. The review disciplines are listed in the chart below. Mark the box next to each review discipline being requested for the pre-application meeting. The application fee is the total of the checked boxes.

A: Land Use and Zoning, includes: Site Planning, Project Management, Land Use, Zoning, Landscaping, Parking and lot layout, On-site traffic flow, Historic preservation, Subdivisions, Conditional Uses, Variances, Temporary Use Permits and SEPA Environmental Review.	\$733
B: Site Engineering, includes: Surface Water Design Manual, King County Road Design and Construction Standards, Floodplain development, and Addressing.	\$733
C: Transportation, include: Traffic impact analysis, Signalization, Channelization, and Level-of-service evaluations	\$772
D: Geologic Issues (Critical Areas): Landslide hazards, Seismic, Coal Mine hazards, and Steep slopes	\$733
E: Aquatic Resource Issues (Critical Areas): Streams, Wetlands, and Shorelines	\$733
F: Grading Issues: Clearing and Grading, Erosion and sedimentation control, Tree removal/retention, Site development issues, and Site restoration.	\$733
H: Fire Issues: Fire protection, Fire flow, Fire access, Sprinklers, Alarms, and Hazardous materials.	\$733
I: Building Issues: Building occupancy classification, Construction types, and Structural requirements.	\$733
J: Department of Natural Resources and Parks: For projects affecting facilities managed by Water and Land Resources Division, King County Parks, Solid Waste Division, or Wastewater Treatment Division.	\$772

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Submittal Requirements

R = Required O = Optional	Voluntary (Feasibility) Clearing & Grading and Building Permits	Plats and Short Plats	Conditional Use & Temporary Use Permits	Critical Areas Alteration Exception or Reasonable Use Exception	Shoreline Substantial Development, Shoreline Variance or Shoreline Conditional Use Permit Shorelines Packet	Special Use Permits & Rezones	Variance from Zoning Code
Review Disciplines Required (1) <i>See page 2 for descriptions</i>		A, B, C, D, E, F	A, B, C, H, I	A, D, E, F	A, B, E	A	A
Affidavit of Application	R	R	R	R	R	R	R
Project Narrative & Questions for Permitting Staff	R	R	R	R	R	R	R
Preliminary Site & Building Plans (2)	R	R	R	R	R	R	R
Draft of Application Form (follow links in column headings)	R	R	R	R	R	R	R
Residential Density Calculation Worksheet	O	R	n/a	n/a	n/a	n/a	n/a
Conceptual Drainage Plan/Drainage Study	O	O	O	O	O	O	n/a
SEPA Environmental Checklist	O	R	O	n/a	R	O	n/a
Geotechnical Report	O	O	O	O	O	O	n/a
Wetland/Stream Report	O	O	O	R	O	O	n/a
Traffic Impact Analysis	O	O	O	n/a	n/a	O	n/a
Critical Areas Designation	O	O	O	O	O	O	O
Groundwater Study (required for proposed mining activities)	O	O	O	O	O	O	O
Site Photographs	O	O	O	O	O	O	O

(1) [Waiver of a review discipline](#) may be granted by a Product Line Manager or Planner, depending on project and site characteristics. Call 206-296-6600 for questions.

- (2) [Preliminary Site Plan](#) should include, if known or applicable to project:
- a) Location of the property (vicinity map showing cross street)
 - b) Address (if an address has been assigned)
 - c) Parcel number(s)
 - d) Zoning of parcel(s) and adjacent parcels
 - e) North Arrow and Scaled dimensions (Eng. Scale for Site Plan, Arch. Scale for Building Plans)
 - f) Existing and proposed building footprints, with overhangs and projections
 - g) Existing and proposed grade contours
 - h) Site area in square feet or acres of the project site
 - i) Area of disturbance and/or development, including utilities and septic, as needed
 - j) Existing and proposed easements (ingress/egress, utilities, or drainage)
 - k) Critical areas and their buffers, if known