

CITY OF WESTPORT

PO Box 505

Westport WA 98595

360-268-0131

Pre-submission Meeting Request

Fee: None

A pre-submission conference is an opportunity for applicants, developer(s) and/or consultants to meet with city staff to discuss preliminary studies or sketches of a proposed project. At the conference the staff will make available information relating to the proposed development. The intent is to identify and eliminate as many potential problems as possible in order for the project to be processed without delay. The conference should take place prior to detailed work by an engineer or surveyor, however a site drawing must be submitted that has sufficient information to allow for evaluation. Discussion topics will include such things as Westport's Comprehensive Plan, street design, storm runoff and retention, Shoreline Master Program, zoning, availability of sewer and water, development concepts, other requirements and permits, and the environmental impact. Staff notes are prepared and available to review. There is no charge for this meeting. This request form should be submitted by 5:00 p.m. at least one week before the preferred meeting date.

Meeting Date Requested _____

Applicant _____ **Owner** _____

Address _____ **Address** _____

Phone Number _____ **Phone Number** _____

Representative (if any) _____ **Occupation** _____

Address _____ **Phone Number** _____

General location of the project _____

Section _____ **Township** _____ **Range** _____

Assessor's Tax Parcel Number _____

Type of Project (Subdivision, Annexation, Zone Change, etc.) _____

Total acreage _____ **Proposed Density** _____

Proposed Land Use: Single-family ♦ Duplex ♦ Multi-family ♦ Mobile Home Park ♦ Commercial ♦ Industrial

Brief description of project _____

Please attach five copies of a site plan drawing not larger than 11"x17" and forward to Westport City Hall.

Submittal of requested information for a pre-application meeting **does not vest the application**. Comments provided pursuant to pre-application review reflect existing codes and standards, currently available information about the site and environs, and the level of detail provided in the pre-application submittal. Comments provided pursuant to a pre-application review shall not be construed to relieve the applicant of conformance with all applicable codes, policies, and standards in effect at the time of submission of a complete application and do no represent or guarantee approval of any project or permit.