



PRE-APPLICATION REQUEST

*Online application submittal is required through www.MyBuildingPermit.com,
select Land Use > Any Project Type > Preapplication Services > Preapplication Meeting*

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This checklist identifies the minimum application elements necessary for the City of Bothell to accept the application. Should any of the following minimum items not be provided, the application will not be accepted at the counter.

Applicant: Use this checklist to confirm items are included in your submittal. After application submittal, a Permit Coordinator will confirm each item is included in the submittal package before acceptance. *If you think an item is not applicable to your project, you must contact the appropriate department prior to your intake appointment to have the items initialed as not required.*

- | Applicant | Staff |
|--|--------------------------|
| <input type="checkbox"/> Completed pre-application conference request form | <input type="checkbox"/> |
| <input type="checkbox"/> Written narrative outlining the proposed development. For early environmental review, include your request in the narrative. | <input type="checkbox"/> |
| <input type="checkbox"/> Vicinity Map (minimum 8½” x 11”) | <input type="checkbox"/> |
| <input type="checkbox"/> Site Plan, drawn to scale, depicting existing and proposed improvements on the property, property lines and approximate location of adjacent structures. The more detail shown on the site plan will enable more specific feedback from the City. See the checklist for the specific permit sought (plat, conditional use permit, variance) for information you may wish to include in the Pre-Application submittal. | <input type="checkbox"/> |
| <input type="checkbox"/> For proposed new structures, preliminary elevation drawings clearly indicating the structure(s’) height. A preliminary visual representation of the structure is suggested (optional). | <input type="checkbox"/> |

Additional requirements for application:

- | Applicant | Staff |
|---|--------------------------|
| <input type="checkbox"/> Application Fee due at submittal:\$1,728.30 (2021 fee, includes 5% tech fee) | <input type="checkbox"/> |
| • For actions initiated by single-family homeowners:\$784.35 (2021 fee, includes 5% tech fee) | |
| <input type="checkbox"/> Completed Billing Form D Bill To Form (page 3 of this checklist) | <input type="checkbox"/> |

Pre-Application meetings are required for Type I actions involving structures 5,000 square feet or over, and all Type II, Type III and Type IVA actions and new wireless communication facility permits as per BMC Title 11.06.001. Pre-Application meetings for all other types of application are optional, and requests for meetings will be considered on a time-available basis by the Director. See BMC Title 11.04.003 for a description of permit type actions.

The purpose of the Pre-Application meeting is to acquaint the applicant with the requirements of the Bothell Municipal Code and project review procedures and for City staff to become acquainted with the proposed application for purposes of determining appropriate review procedures and facilitating the application and project review process. It is impossible for the conference to be an exhaustive review of all potential issues. Please be aware that proposed projects do not vest to existing regulations at the pre-application stage. Proposed projects vest to existing regulations, when a development application is submitted and determined by the City to be complete.

Pre-Application Submittal

The Pre-Application meeting shall be held no more than 45 calendar days following the filing and payment of a Pre-Application request as per BMC Title 11.06.001(B). Schedules for pre apps vary with queue capacity but will be held within no more than 45 days. Pre-Application meetings are held on Tuesdays and Thursdays from 10:00am to 12:00pm. In order to ensure that the Pre-Application meeting is meaningful, the applicant must provide enough information for staff to review the proposal including a completed application, written narrative, and site plan(s).

Pre-Application Meeting

The meetings are to be attended by representatives from city departments who will have reviewed the Pre-Application submittal materials. While this is not a detailed review, department representatives may note any problems identifiable from the Pre-Application submittal and will provide the applicant with the following information.

- A form which lists the requirements for a completed application;
- A general summary of the procedures and timelines to be used to process the application;
- The references to the relevant code titles or development standards under which the application will be reviewed;
- The City's design standards.

Expiration of Pre-Application Meetings

A new Pre-Application meeting may be required for proposals for which application(s) have not been submitted within one (1) year of the meeting date, if during that time development regulations have changed such that substantial revisions to plans would likely be warranted.

Pre-Application meeting documents will be destroyed after one year. It is the responsibility of the agent/owner to provide copies of the Pre-Application materials at the time of application.

Applications found to contain material errors shall not be deemed complete until such errors are corrected.

All subsequent pre-application meetings, project review, and any additional staff time spent on processing a development applicant's proposal prior to and following submittal of a formal land use or building permit application shall be billed monthly at the applicable staff hourly rate, including benefits and overhead.

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Development review billing fees provide for reimbursement of municipal employee time for project review, inspections, meetings, consultant peer review costs, copying expenses and other related costs for land use permits, new commercial or multi-family buildings, grading, right-of-way and first-time tenant improvement projects. Billing is not used for single family residential building permits, unless there are permits other than building, plumbing or mechanical associated with the project. A 5% Technology Fee is added to all review fees.

The applicant shall be invoiced for actual costs on a monthly basis. Payment is due to the City upon demand.

Billing is used for all phases of review for:

- * Binding Site Plans
- * Subdivision Alterations
- * "Major" Right-of-Way Permits
- * Wireless Communication Facilities - Small Cell or Eligible Facility Requests

Our flat fee charges include up to 3 review cycles. The 4th review and any additional reviews are billed hourly.

In addition, any other permit review or inspection cost that is not covered by plan check or permit fees. All time for staff reviews, inspections, meetings, hearings, phone calls, etc. may be billed to the developer, including time spent on the project by the city after the pre-application meeting but prior to making the application for permit(s), as well as all direct expenses including consultant, attorney and copy costs. The actual review time varies for each project.

The following lists the billing rates for some of the positions that commonly bill their time to projects:

Development Review Section	Billing Rate per hour - 2021 rates
Planners	\$151.53
Civil Engineers	\$158.94
Construction Inspectors	\$152.25
Traffic Engineer	\$158.94
Fire Department	\$176.70

Development Review Technology Surcharge:

A 5% technology surcharge will be added to all Development Review Billing Invoices.

Development Review Billing Account Information (Applicant to complete)

Date: _____ Project Name: _____

Company Name: _____ Billing Contact Name: _____

Billing Contact Phone: _____ Billing Contact Email: _____

Billing Address: _____ City: _____ State: _____ Zip Code: _____

Authorized Signature: _____ Date: _____

I hereby certify that the information provided on this form is true and correct and that the applicable requirements of the City of Bothell described above will be met. I certify that I am the owner of the subject property or that I have been given express permission by the owner of the subject property to submit this Development Review Billing authorization.

-- City Use Below This Line --

Permit Number(s): _____

Plan Number(s): _____

Permit Tech Initials: _____ Copy to Admin: Admin. Initials: _____

City Project Number: _____ City Project Name: _____