

## PRE-APPLICATION OVERVIEW & INSTRUCTIONS

1. Before moving forward, confirm the following documents are ready for submittal.
  - ❖ **REQUIRED:** Cover letter, with detailed information regarding the proposed project; including, but not limited to:
    - Location or vicinity of the proposal
    - Type of use(s)
    - Square footage of proposed building(s).
  - ❖ **REQUIRED:** Site plan. The applicant should provide an accurate preliminary site plan, to an appropriate engineering scale (e.g., 1"=20', 1"=30", 1"=40', 1"=50' or 1"=60'), showing lot layout, existing and proposed building location, size, access, utilities, open space, water sources, adjacent land use and five foot contours. Include north arrow, distance to all property lines, applicable easement and driveways, and all road approaches. This site plan must be submitted prior to the pre-application meeting being schedule.
  - ❖ **Preferred:** Floor Plan & Elevation Drawings
  - ❖ **Preferred:** Title report
  - ❖ Any other supporting documentation that may be helpful for review.
2. After logging into the portal via <https://permits.marysvillewa.gov/>, select "Apply/New Permit" on the left-hand side of the menu. Review the disclaimer and select "I Agree" then continue.
3. The permit type is "Land Use Pre Application".
4. Job value: any number can be entered. The suggested number is \$0.00.
5. Enter in all required fields and continue to upload documents.

**Important: When uploading documents, it is imperative to select the file name and then select Upload. If Upload is not selected on this screen, the documents will not save and be uploaded to your project.**

Attachments

DOCUMENT UPLOAD

Please Note: eTRAKIT does not support file names containing special characters, such as \$,%,@,#...etc.

Before uploading, re-name your documents with simple descriptive names such as "Application" "Plans" "Site Plan" etc.

If you have any questions about naming your documents, please contact us at [msvlpermit@marysvillwa.gov](mailto:msvlpermit@marysvillwa.gov), or 360-363-8223.

Filename

Description

**Multiple documents can be selected and uploaded at the same time.**

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Filename

● Pre-application Overview and Instructions.pdf × Remove

● Pre-Application Request Form (2).pdf × Remove

**Pre-Application Request Form (2).pdf**  
Description:

**Pre-application Overview and Instructions.pdf**  
Description:

**Once the “upload” button is selected, the documents are now attached to this application. The documents will appear as uploaded on the summary page.**

6. **Do not select any fees**, the fees are for information purposes only.
7. Once your application is submitted, you will receive an email correspondence regarding next steps.

## FAQs:

1. When will my pre-application be scheduled?
  - ❖ Pre-application meetings are typically scheduled 3 to 4 weeks from the date the Pre-application is determined to be complete. Staff typically allows each department/agency two (2) weeks to comment on your proposed project. Once all of the comments have been received, the Planner assigned to the project will contact you and forward these comments on to you, or your representative, to review prior to scheduling a Pre-application meeting.
2. Who will be invited to my pre-application meeting?
  - ❖ It depends. Typically attendees will be from departments that have provided comments and from whom you need clarification on the comments that have been provided.
3. Who will be submitting comments on my proposed project?
  - ❖ Planning
  - ❖ Building
  - ❖ Public Works – Development Services
  - ❖ Public Works – Engineering
  - ❖ Public Works – Sanitation
  - ❖ Public Works – Traffic
  - ❖ Marysville Fire District
  - ❖ Other departments and affected agencies
4. I have questions, who can I contact?
  - ❖ Please feel free to reach out to the Planning Division at [landusesubmittals@marysvillwa.gov](mailto:landusesubmittals@marysvillwa.gov) and the next available Planner will respond to your inquiries.