



PRE-APPLICATION MEETING OVERVIEW AND INSTRUCTIONS

Community Development Department ♦ 80 Columbia Avenue ♦ Marysville, WA 98270
(360) 363-8100 ♦ (360) 651-5099 FAX ♦ Office Hours: Monday - Friday 7:30 AM - 4:00 PM

Informal:

Proponents of a development application are encouraged to participate in an informal meeting prior to submitting an application for a formal pre-application meeting. The purpose of an informal pre-application meeting is to discuss in general terms, the proposed development, city design standards, design alternatives, and required permits and approval process. An informal pre-application meeting can simply be a conversation with Community Development Department, where you and a staff member can discuss your proposal.

Formal:

Every person proposing a land use activity involving residential or commercial development within the City of Marysville shall submit the attached Request for Pre-Application Meeting form in order to schedule a formal pre-application meeting. The purpose of a formal pre-application meeting is to discuss and guide you through the regulations that may impact your development proposal including, but not limited to: Off-street parking requirements, landscaping standards, sign requirements, development standards including setbacks, height and impervious surface, design requirements, building requirements, frontage improvements including curbs, gutters and sidewalks, right-of-way dedication, access requirements, drainage requirements, construction site sediment damage potential, sewer and water connections and capital facility fees.

In order to expedite development review, the Community Development Department invites all affected jurisdictions, agencies and/or special districts to the pre-application meeting. The following City departments and/or written comments are typically represented:

- Planning
- Engineering Services
- Building
- Public Works
- Marysville Fire District
- Parks

What do I need to submit in order to schedule a Pre-Application Meeting?

Paper copies of the following application materials will not be accepted. Electronic copies of all application materials are required. Please email a request to landusesubmittals@marysvillewa.gov and a link will be provided to upload the application materials; a file number will be provided with your upload link. Please email city staff at landusesubmittals@marysvillewa.gov when the upload is complete to ensure timely processing of your submittal (the system does not generate a notice).

- A cover letter, with detailed information regarding the proposed project, including but not limited to the location or vicinity of the proposal, type of use(s), and square footage of proposed building(s).
- Request for Pre-Application Meeting form (attached)
- \$350.00 pre-application processing fee. If a formal land use application is filed within 90 days from the date of the pre-application meeting this fee is credited towards the land use application fees.
- Site Plan. The applicant shall 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 easements and driveways, and all road approaches. This site plan must be provided before a pre-application meeting will be scheduled.
- Floor Plan. If a conceptual floor plan drawn to an architectural scale (e.g. 1/4" = 1'0", 3/4" = 1'0", etc.) is available, it is recommended that it be submitted so that the building and fire departments can see the interior layout of the proposed structure. Floor plans should show the arrangement of partitions and rooms, location
- Any other background information such as title reports, critical areas and geotechnical studies, etc., which will allow the city to conduct a more thorough review of the proposal.

When will my pre-application meeting be scheduled?

Pre-application meetings are typically scheduled **3 to 4 weeks from the date of submittal**. Staff typically allows each jurisdiction two (2) weeks to comment on your proposed development. 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 holding a meeting.