



Office of Building and Planning
(509)684-5096 (509)684-5097
Fax (509)684-5030 www.colville.wa.us

170 S. Oak - 99114

PRE APPLICATION CONFERENCE REQUEST

A pre-application conference with the Technical Review Committee is required for all projects that will require processing of a Land Use/Development Permit Application. The Technical Review Committee consists of City Planner, Building Official and Fire Authority, Public Works Director, and Street Supervisor. Other agencies and/or utilities will be invited to attend as needed.

The purpose of the pre-application conference is to assist applicant in preparing development applications for submittal to the City, to identify potential problems, and to streamline the development review process. These pre-application conferences are informal and provide an opportunity to meet with the City departments responsible for development review. City representatives will review the submitted materials, provide comments, and may also identify issues or concerns wherever noted. **It is not meant to be a detailed, all-inclusive review of proposed plans or ideas.**

Please be aware that any communication or checklists provided to you at this meeting **do not imply approval or conditional approval of the pending application.** Future processing and review of your formal application may require changes, alterations, or additional information to clarify the details and design of your proposal.

PRE-APPLICATION PROCEDURE

Pre-application conferences are held every Tuesday at 8:30 a.m. Appointments times will not be held for an applicant that has not submitted a pre-application package in advance.

To schedule a pre-application conference, submit a pre-application package to the office of Building and Planning at your earliest convenience. Staff will advise you of the next available date.

PRE-APPLICATION PACKET INCLUDES:

1. Pre-Application Conference Request Form
2. Preliminary Site Plan
3. Preliminary floor plan of building interior (if applicable)
4. Written narrative of the project (optional)
5. List of questions for staff (optional)

Once a complete pre-application package has been received by the Building and Planning Department, the applicant will be notified as to what date and time the meeting will be held.

