



Town of La Conner

Pre-Application Meeting Request

Applicant Name: _____

Project Description: _____

Parcel Number(s): _____

Site Address/Location: _____

Phone: _____ **Fax:** _____ **E-Mail:** _____

Address (if different from site address): _____

Please submit one copy of this application, and 1 hard copy of each of the following, in a set. Please also provide a digital copy if possible.

1. Narrative briefly describing the proposal and list of questions (what information do you wish to gain from this meeting; i.e. zoning, drainage, building code, street improvements, fire flow requirements?)
2. Site plan (to scale, with dimensions)
3. Vicinity map
4. Plans (if available)

Please ensure that the application is completely filled out.

We make every attempt to schedule meetings within 2 weeks of submittal. Representatives from the applicable Town Departments will be in attendance. Discussion will generally be limited to one hour per project. However, if you feel you may require additional time, please inform our office so we may adjust the schedule accordingly.

Note: THE PRE-APPLICATION MEETING IS A GENERAL INFORMATION MEETING ONLY. It is not intended to itemize every requirement for the project. Information obtained in this meeting is based on the size and scope of the project represented at this meeting, and any deviations and/or changes to the size or scope of the project may result in additional requirements from various Town Departments.