



Pre-Development Meeting Packet

Purpose of a Pre-Development Meeting

The purpose of a pre-development meeting is to provide a prospective development applicant consultation and input regarding allowed uses, Development Standards, and process applicable to a proposal prior to formal application submittal.

Who attends?

Depending upon the proposal and its physical location, staff representatives from Community Development & Planning and various Public Works departments may also attend the meeting. If you choose, your representatives may include a delegated agent, engineer, environmental consultant, architect, land surveyor, and/or other specialists.

What will the Meeting cover?

- Likely required permits and/or approvals, and fees
- Typical project review timelines
- Overview of likely applicable regulations
- Potential regulatory conflicts
- Known site constraints
- Anticipated code changes
- Answers to applicant's questions

What happens after the Meeting?

After the meeting staff will prepare site-specific submittal requirements and provide them to the applicant either by e-mail or mail, usually within fourteen (14) days of the meeting. These comments will act as a checklist during application intake. If the scope of work changes, or if a permit is not submitted within one (1) year, the Town requires a new pre-development meeting.

How do I apply for a Meeting?

- 1) Check with the Community Development & Planning (CDP) department to determine whether a pre-application meeting is required for your proposal.
Phone: (360) 378-2810 or Email: permits@fridayharbor.org
- 2) You may submit your completed **Pre-Development Meeting Request** form to via email by sending all application materials to permits@fridayharbor.org. Once the application has been received, you will be contacted with the project number and applicable fees. If you are unable to submit digitally, you may mail your application and fee to: Town of Friday Harbor, P.O. Box 219, Friday Harbor, WA 98250. The \$360 Pre-Development Meeting fee will be applied toward the cost of the actual application if a complete application is submitted within one year of the Pre-Development Meeting date.

Pre-Development Intake Checklist

To initiate a pre-development meeting, please provide the following to CDP:

- ☐ Pre-Development Meeting Fee (\$360) – Town can accept cash (in-person only) or check only; we are not able to accept credit card payments. Checks are payable to: Town of Friday Harbor
 - Mail checks to: Town of Friday Harbor, P.O. Box 219, Friday Harbor, WA 98250
 - Deliver payment to: Town of Friday Harbor, 60 Second Street, Friday Harbor, WA 98250

Required Documents

- ☐ Complete *Pre-Development Meeting Request* packet.
- ☐ *Project Narrative* including intended use(s), hours of operation (if applicable), variances or waivers requested, etc.
- ☐ *Site Plan(s)/Map(s)* that reflect the following for all property subject to the proposed development:
 - Applicant's name, address, and phone number
 - Preparation date
 - North arrow
 - Common scale (1" = 20" or larger)
 - Affected parcel(s) boundaries with dimensions shown
 - Approximate locations of natural features present, including bodies of water, regulated watershed boundaries, natural drainage areas, critical areas, ordinary high water mark (OHWM), base flood elevation, and buffers
 - Locations and widths of any existing and proposed easements and rights-of-way for ingress/egress, drainage, and utilities
 - Locations and widths of any existing and proposed roadways and driveways
 - Locations and square footage of any existing and proposed structures
 - Locations of any existing fire hydrants within and 600 feet beyond the property
 - Locations of any existing and proposed sanitation and potable water facilities
 - For all subdivisions, existing and proposed, net and gross lot size(s) to determine minimum lot size and density requirements as required by the Zoning Ordinance
 - Locations of any existing and proposed impervious surfaces per the Preliminary Stormwater Information Section (page 5)
 - Proposed phasing (if applicable)

Optional Documents

- ☐ List of additional responsible parties or representatives, including agent, contractor, engineer, design professional, etc.

As Applicable to the Proposed Development

- ☐ *Critical Areas Report*, including wetland delineation if available,
- ☐ On the *Site Plan(s)/Map(s)*, show locations, square footages, heights, and uses of all existing and proposed spaces, floors, and structures. Include decks, retaining walls, and rockeries that are 30" in height or greater
- ☐ List all proposed occupancy classifications, floor areas, number of stories, building heights, construction type(s) and fire sprinkler/alarm information

TOWN OF FRIDAY HARBOR

Community Development &
Planning P.O. Box 219
Friday Harbor, WA 98250
360-378-2810
permits@fridayharbor.

**Ryan Ericson**

Director

Pre-Development Meeting Request**Pre-Development Meeting is for the following development applications:**

- | | |
|---|--|
| <input type="checkbox"/> Administrative Approval Permit | <input type="checkbox"/> Conditional Use Permit |
| <input type="checkbox"/> Commercial Building Permit | <input type="checkbox"/> Land Disturbance Permit |
| <input type="checkbox"/> Shoreline Permit | <input type="checkbox"/> Any Land Subdivision |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Delineation Review |
| <input type="checkbox"/> Other | |

Pre-Dev#(CDP USE) _____ Parcel Size _____

Tax Parcel Number(s) _____

Project Address _____

Applicant

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Property Owner

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

Agent (if, applicable)

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____ Email _____

NOTE: Pre-development review does not constitute acceptance of an application by the Town nor does it vest an application. Future review of your formal application may require changes, alterations, or additional information to clarify the details of your proposal and design.

Proposed Land Disturbance Information:

Is the project within 300 feet of a critical area? ☐ Yes ☐ No ☐ Unknown

Will the project require clearing of vegetation? ☐ Yes ☐ No

If yes, how much circle (acre, sq. ft.) _____

Will the project require surface disturbance? ☐ Yes ☐ No

If yes: How much excavation? (square feet/27 = cubic yards) _____

How much fill? (square feet/27 = cubic yards) _____

Will the project require removal or cutting of trees? ☐ Yes ☐ No

If yes: Acre(s) of cutting/removal _____

Proposed driveway area (sf) _____ and depth (in) _____

Proposed parking lot area (sf) _____ and depth (in) _____

Building Information (if applicable):

<input type="checkbox"/> Residential or Multi-Family	Number of Dwelling Units:
<input type="checkbox"/> Commercial	Square Footage:
<input type="checkbox"/> Other Use Type	Square Footage:
Occupancy Classifications:	
Construction Type:	
Building Height (if new/increased):	
Floor Area Existing:	Floor Area New:
Fire Sprinkler Existing <input type="checkbox"/> Yes <input type="checkbox"/> No	Proposed <input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Alarm Existing <input type="checkbox"/> Yes <input type="checkbox"/> No	Proposed <input type="checkbox"/> Yes <input type="checkbox"/> No

Estimated Preliminary Traffic Information:

Complete all blank spaces in the following table, or, alternatively, submit a separate narrative describing estimated traffic as a result of the proposed development in terms of passenger vehicle and truck trip numbers that also includes estimated hours of operation and expected peak traffic times:

A	B	C	D
Traffic Generation Category	Total Existing	Once the proposed project is complete, the total will be	Net Change (+ or -); Subtract Column B from Column C
Number of Employees			
Number of Customers/Clients per day			
Number of Deliveries (UPS, US mail, parts, services trips, etc.)			
Number of Single Family Residences			
Number of Apartments or Accessory Dwelling Units			

Preliminary Stormwater Information:

- ☐ Complete all blank spaces in the following table for all property subject to the proposed development:

A		B	C	D
Surface Type		Area, square feet (NOTE: 43,560 square feet = 1 acre)		
		Total Existing	Once the proposed project is complete, the total will be	Net Change (+ or -); Subtract Column B from Column C
Native Vegetation ⁽¹⁾				
Pasture				
Landscaping				
Roofs ⁽²⁾	Conventional			
	Green			
Sidewalks, trails, paths				
Porches, decks				
Roads, driveways, parking lots	Impervious			
	Pervious			
Grand Total		(3)	(3)	(4)
		(3) The two "Grand Total" values above should be the same, unless you are constructing a roof, porch, or deck over an existing hard surface or over native vegetation, pasture, or landscaping.		(4) Unless the "Grand Total" values in Columns B and C are different, the Grand Total value above will be 0.

Table Notes:

- (1) "Native Vegetation" is comprised of plant species, other than noxious weeds, that are indigenous to the coastal region of the Pacific Northwest and that reasonably could have been expected to naturally occur on the site. Examples include trees such as Douglas fir, Western Hemlock, Western Red Cedar, Alder, Big-leaf Maple, and Vine Maple; shrubs such as willow, elderberry, salmonberry, and salal; and herbaceous plants such as sword fern, foam flower, and fireweed. Native vegetation can exist naturally and can also exist as a result of deliberate planting actions.
- (2) New untreated metal roofs qualify as pollution generating impervious surface areas. If that area is equal to or greater than 5,000 square feet, it will require stormwater treatment.

- ☐ Show and label all the above surface areas on your Site Plan submission, including any existing stormwater management and/or drainage related facilities.

☐ Site Soil Type: _____

- ☐ Do you have stormwater management and/or drainage facilities as-built drawings for the project site? ☐ Yes ☐ No ☐ Unknown

- ☐ Does a Master Drainage or Stormwater Management Plan apply to your project site? ☐ Yes ☐ No ☐ Unknown

(Optional) Questions for Staff – attach additional pages if necessary:

I/we_____ hereby certify that the above statements and the information contained in any papers or plans submitted herewith are true and accurate to the best of my knowledge.

Signature of Applicant/Owner

Date