



CITY OF PULLMAN PRE-APPLICATION MEETINGS

190 SE Crestview St., Bldg. A
Pullman, WA 99163
(509) 338-3220
pwcd-admin@pullman-wa.gov

WHAT IS A PRE-APPLICATION MEETING?

The pre-application meeting is an **optional and free** service with members of the Community Development, Public Works, and Fire departments, including Building Permitting and Inspections, Planning, Engineering, Fire Marshal, and Economic Development. Pre-application meetings are offered as an option for applicants who would like to gather information and knowledge to assist them in preparing application packages for submittal to the City, to identify potential problems or concerns with proposed developments, and to streamline the development review process by understanding requirements ahead of time.

These meetings are informal and provide an opportunity to meet with City departments responsible for development review. Pre-application meetings are not meant to be a detailed, all-inclusive review of proposed plans or ideas. Meeting notes will be taken by staff and later provided back to the applicant. Please be aware that any communication or checklists provided at a pre-application meeting do not imply approval or conditional approval of a development project application. Future processing and review of the formal application may require changes or additional information to clarify the details and design of your proposal or ideas.

A pre-application meeting might be useful for proposed building and development projects involving any of the following:

- New housing developments
- New commercial buildings or developments
- Additions or major remodels to existing commercial and multi-family structures
- Changing the use of an existing structure
- Land use proposals (subdivisions, planned residential development, etc.)

HOW DO I REQUEST A PRE-APPLICATION MEETING?

In order to request a pre-application meeting, **please submit the following items at least one week prior to desired meeting date**:

- Completed Pre-Application Meeting Request form
- List of questions for city staff
- Preliminary plans, drawings, and/or any other information to demonstrate and illustrate the proposed project:
 - Vicinity Map
 - Site plan drawn to scale, with proposed building locations, property boundaries, existing/proposed easements, landmarks, desired access to City roads, fire hydrant location(s)
 - Preliminary building elevations and building floor plan(s), if applicable

Pre-application meetings are held on Wednesdays at 3:00 p.m. Virtual and in-person meeting options are available. It is recommended that the architect or engineer of record for the project, if applicable, attend the pre-application meeting. The more information that is provided with the meeting request, the more city staff will be able to help and give insight to applicable requirements.

Please email your pre-application meeting request & related materials to pwcd-admin@pullman-wa.gov.



CITY OF PULLMAN
PRE-APPLICATION MEETING REQUEST

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PROPERTY INFORMATION:

PROPERTY ADDRESS: _____

CURRENT USE OF PROPERTY: _____

PARCEL # AND/OR LEGAL DESCRIPTION: _____

EXISTING WATER SUPPLY? YES NO

EXISTING SEWER CONNECTION? YES NO

PROPERTY OWNER INFORMATION:

Owner is Project Contact

NAME: _____

MAILING ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

APPLICANT INFORMATION: *(if different than owner)*

Applicant is Project Contact

NAME: _____

COMPANY: _____

MAILING ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

STATUS (contractor, design professional, lessee, agent, purchaser, etc.): _____

ARCHITECT/PLANNER/DESIGNER/ENGINEER: *(if applicable)*

NAME: _____

COMPANY: _____

MAILING ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

PROJECT DESCRIPTION: *(also attach other materials, questions, &/or preliminary plans)*

REQUESTED MEETING FORMAT: At City Hall Virtual (Video/Phone Conference) Both

Note: After submittal, confirmation of date and time will be sent to the Project Contact. Upon confirmation receipt, please check the time allotted for your meeting. It is very important that your conference end when scheduled as another meeting may be scheduled immediately following.

Applicant's Signature

Date