



CITY OF WOODINVILLE

Development Services Department

425-489-2754 • 17301 133rd Avenue NE • Woodinville, WA 98072

Monday – Thursday 7:30am – 5:00pm • Friday 7:30am – 4:00pm

PermitCenter@ci.woodinville.wa.us

PRE-APPLICATION MEETING REQUEST FORM

MEETING INFORMATION

SCHEDULING. Meetings are held Wednesday mornings and are 45 minutes. A Permit Technician will contact you to schedule the meeting at least one week in advance.

All documents provided for and at the meetings are considered public record and are available to the public.

MATERIALS. To schedule a meeting, the only required submittal is this form. Please provide as much information as possible to ensure that staff can provide you the most accurate information possible. Other information to submit includes:

- Site plan
- Architectural drawings, elevations, and conceptual floor plans
- Reports and studies such as geotechnical reports, surveys, arborist reports, or critical areas reports
- Other information that describes the project

FEES. The first pre-application is free of charge. Fees are charged for additional meetings.

SUBMITTAL. Requests can be submitted at the front counter or at PermitCenter@ci.woodinville.wa.us.

All new construction projects are highly encouraged to schedule a pre-application meeting with the Development Services Department prior to a formal application submittal. The goal of the meeting is to identify *major* issues and processing procedures applicable to the project which are helpful for an applicant to determine feasibility, design issues, timing, and various processes required for a project. Submit forms to PermitCenter@ci.woodinville.wa.us.

A. PROJECT INFORMATION	
PROJECT NAME & DESCRIPTION:	TRC DATE & TIME:
PROJECT ADDRESS:	PARCEL #:
LOT SIZE:	CONSTRUCTION VALUATION:
B. MEETING CONTACT INFORMATION	
NAME:	
ADDRESS:	
PHONE NUMBER:	
EMAIL ADDRESS:	
C. QUESTIONS FOR CITY STAFF	
<i>Attach additional sheets as necessary.</i>	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Pre-application Meeting Disclaimer

Comments provided by staff at the pre-application meeting are based on the information provided to the City prior to and at the meeting. If the proposal changes, none of the comments can be relied upon. The comments do not represent or guarantee approval of any project or permit. Submittal of a complete application may reveal additional issues that were not identified during pre-application. The City Municipal Code changes over time. No vesting occurs as part of the pre-application process. The development will be reviewed against the code in place at the time of a complete application. Different portions of the project may vest with different permit applications.