King County
Local Services

PERMITS

Pre-application Meeting Information

Pre-application meetings are intended to provide applicants an opportunity to present development proposals to the Department of Local Services, Permitting Division (Permitting) prior to the formal permit submittal. This process allows applicants to ask permitting staff questions about applicable codes and standards and to determine the requirements for a complete application.

Types of Pre-Application Meetings within King County Permitting Division:

1) **A Mandatory Pre-application Meeting** is required prior to permit submittal for Type 4 land use decision identified in KCC 20.20.020 or a land use decision that must follow the North Highline Urban Design Standards. Type 4 decisions include zone reclassifications (rezones), shoreline environment redesignations, or amendments or removal of site specific development conditions or special district overlays. Depending on the development proposal being discussed, Permitting will designate the review disciplines that are required. See submittal requirements on page 4 for additional direction. Mandatory pre-application meetings are valid for one year from the date of the meeting.

2) **A Voluntary Pre-application Meeting** is not required for other types of permit applications. It is held at the applicant's request to gain a better understanding of regulations that will influence the project design or to determine the project's feasibility. While voluntary pre-application meetings are not required, they can be highly beneficial in the preliminary design phase, often leading to fewer review cycles and greater clarity on complex review issues. We strongly recommend them for larger or more complex projects. The applicant is free to choose as many or as few review disciplines as they feel necessary to discuss the desired topics that will help refine their proposal.

**This information does not apply to Already-Built Construction (ABC) Pre-Screening Meetings, see the Already Built Construction (ABC) Pre-Application Meeting instructions packet.*

Important Guidance for Pre-Application Meeting:

- Voluntary pre-application meetings will always require a Planner to facilitate the meeting. Other review staff will ONLY include review disciplines selected by the applicant during the time of their pre-application meeting submittal. It is important that you research the property prior to the pre-application meeting to determine all review disciplines that may be necessary to review the proposal. The cost for each review staff is $1,452, effective January 1 through December 31, 2026. Refer to the Pre-Development Services Fee Guide online for the current fee schedule.
- Of the total pre-application conference fees, $290.40 will be non-refundable in the event of cancelation.
- It is critical that you provide quality, detailed application material, including detailed project narrative and site plan (as specified on page 5 of this information handout). If you do not provide quality, detailed pre-application material, this limits Permitting Division staff's ability to provide valuable feedback.
- All pre-application meeting material should be submitted at the time of the initial application. Applicants should not submit revised or updated application material during the pre-application review process. If additional or updated materials are submitted after the initial application, an additional fee may be charged, and the originally scheduled pre-application meeting may be postponed to allow staff time to evaluate the new submittal.

- The scope of the project should be clearly defined and focus on one permitting path so that staff can provide targeted technical guidance on a single proposal. Please note: pre-application meetings are not intended to provide feedback on multiple proposals for the same project, nor is it a feasibility study based on varying scenarios. If the proposed scope is too broad, an additional fee may be charged, or Permitting may require the applicant to submit a separate pre-application request for each distinct proposal.
- Pre-application meetings do not include further follow-up review or further design questions after the pre-application meeting.

Information provided by King County Permitting staff during the pre-application phase is preliminary in nature and subject to changes in codes and regulations until a formal permit application is submitted and deemed complete. The pre-application process is NOT INTENDED TO PROVIDE ASSURANCES THAT A DEVELOPMENT PROPOSAL WILL BE APPROVED BY KING COUNTY.

Pre-application meetings do not VEST A PROPOSAL TO A PARTICULAR VERSION OF CODE, REGULATION, OR STANDARD.

Apply Online at MyBuildingPermit.com Fees and Payment

After your application has been screened, you will receive an email with a permit number and an invoice for the pre-application fees with instructions for payment.

Mandatory pre-applications require 2 to 3 Permitting staff members at a minimum to attend the pre-application meeting. However, additional staff members may be added based on the scope of work, and could trigger additional fees.

Application submittal is not complete until fees are paid.

Apply online at MyBuildingPermit.com

Select: King County ► Land Use ► Any Project Type ► Preapplication Services ► Preapplication Meeting

MyBuildingPermit

Additional Documents

Upon payment of your pre-application meeting fees, the project manager will:

a. Notify you if additional information is required prior to scheduling a preapplication meeting.
b. Coordinate a pre-application meeting date and time. The meeting will be held online using Microsoft Teams.

Incomplete application packages can delay the scheduling of the pre-application meeting.

Waivers

For information on waivers from a mandatory pre-application requirement, download Pre-application Meetings and Waivers and Pre-application Meeting Waiver Request Form.

For waivers from the North Highline Design Review standards, download Pre-application Waiver Request Form, and submit a detailed and thorough description how the project is exempt from the urban design standards in accordance with K.C.C. 21A.60.100.

Additional Resources

- King County Department of Local Services, Permitting Division
- Pre-application meeting packet
- Property Research Guide and Property Research Video
- To contact us email permitquestions@kingcounty.gov or call 206-296-6600.

Review Disciplines and Fee Information

An overview of each review disciplines has been provided in the chart below. Preapplication fees are non-refundable fees based on the number of review disciplines preparing review comments and attending the pre-application meeting. The cost for each review discipline staff is $1,271 as of 2025. Refer to Fee Guide 01-Pre-Development Services for current fee schedule.

A: Land Use and Zoning, includes: Site Planning, Project Management, Land Use, Zoning, Landscaping, Parking and lot layout, On-site traffic flow, Historic preservation, Subdivisions, Conditional Uses, Variances, Temporary Use Permits, North Highline Design Review, and SEPA Environmental Review.
B: Site Engineering, includes: Surface Water Design Manual, King County Road Design and Construction Standards, Floodplain development, Addressing, Clearing and Grading, Erosion and sedimentation control, Tree removal/retention, Site development issues, and Site restoration.
C: Transportation, includes: Traffic impact analysis, Signalization, Channelization, and Level-of-service evaluations
D: Geologic Issues (Critical Areas), includes: Landslide hazards, Seismic, Coal Mine hazards, and Steep slopes
E: Aquatic Resource Issues (Critical Areas), includes: Streams, Wetlands, and Shorelines
F: Fire Issues, includes: Fire protection requirements, Fire flow requirements, Fire access, , Use and locations of any hazardous materials, exiting egress, among other fire and life safety concerns.
G: Building Issues, includes: Building occupancy classification, Construction types, and Structural requirements.
H: Department of Natural Resources and Parks, includes: For projects affecting facilities managed by Water and Land Resources Division, King County Parks, Solid Waste Division, or Wastewater Treatment Division.

Submittal Requirements & Guidance

All pre-application meetings must provide the following information at a minimum:

1) A detailed project narrative describing the development proposal, including:
   - Parcel number(s) and site area
   - Type of project (e.g., residential subdivision, commercial building, residential single-family residence, wireless facility, etc.)
   - Current land use and existing development on the site
   - Description of the proposal and use
   - Number, size, and type of proposed structures
   - Any proposed grading or site clearing
   - Any new or modified access to the site
   - Any known easements, encumbrances, or critical areas on-site
   - Any associated or related permits for project (if applicable)
2) Specific questions for Permitting Division review staff
3) Site Areas Worksheet. If no clearing-grading is proposed, then note this on the Site Areas Worksheet at the time of submittal.
4) Site plan, including:
   - Scale, north arrow, legend
   - Project name and address
   - Existing and proposed buildings or structures
   - Existing and proposed improvements (ie: driveways, walkways, parking areas)
   - Property lines and setbacks
   - Existing and proposed impervious surface
   - Any on-site septic system or well on property
   - Any known critical areas or floodplains
5) Residential Density Worksheet, required for (1) any short subdivision/subdivision proposal and (2) any multi-family housing development proposal

**Other Documents or Information: To make the most of your pre-application meeting, it is strongly encouraged that applicants provide as much detail and documentation as possible. Other beneficial documentation to provide at the time of the pre-application meeting may include:*

- *Building floor plans*
- *Architectural plans*
- *Special studies: critical areas report, geotechnical report, etc.*
- *Drainage or stormwater concept plan and/or drainage study*
- *Temporary erosion and sedimentation plan*
- *SEPA environmental checklist (if applicable)*
- *Site photographs*

Mandatory Pre-Application Meetings: The development proposal types identified below require a mandatory pre-application meeting. Additional documents identified below are required for each type of mandatory pre-application meeting.

1) **Type 4 Land Use Permits: Rezones or Shoreline Environmental Redesignations.**
   - Project narrative should include:
     - Purpose of the rezone request
     - Summary of the proposed project or future development

- Justification for the rezone, including how it aligns with: Comprehensive Plan goals and policies, zoning code criteria for map amendments, and neighborhood compatibility and public interest
- Summary of public benefit (e.g., housing, economic development, infrastructure improvements)
- SEPA Environmental Checklist
- Critical Areas Report

2) Mining/Extractive operations under KCC 21A.22

- Project narrative should include a detailed explanation of the proposed mining or extraction activities, including:
  - Purpose of the project (e.g., sand/gravel mining, rock quarry, topsoil removal)
  - Duration and phasing of operations
  - Methods of extraction (e.g., mechanical, hydraulic, blasting)
  - Expected volumes and materials to be extracted
  - Description of any processing equipment (crushers, screens, wash plants)
  - Proposed hours of operation
  - Reclamation plan summary
- SEPA Environmental Checklist
- Critical Areas Report

3) North Highline Design Review Projects

- Project Narrative:
  - Explain how the preliminary design addresses the intent of the North Highline urban design standards in K.C.C. 21A.09.070, responds to the context analysis required in subsection A.3. of this section, and meets the design standard requirements in this chapter.
- Building Plans, including:
  - architectural intent and proposed building design including elevations, façade details, colors, and materials; and
  - proposed building uses
- Context Analysis: Should document an understanding of the urban form and neighborhood character of the project site. The context analysis shall include:
  a. discussion of neighborhood demographics
  b. inventory of historic structures, local businesses, artwork, landmarks, and culturally significant elements, including a map of those features within five hundred feet of the site
  c. analysis of the current uses within five hundred feet of the site, including building footprints, existing businesses, private and public lands, and any public facilities
  d. location and dimensions of existing public rights-of-way, including streets, sidewalks, and parking areas; landscape features; and drainage elements; and
  e. identification of street type and frontage type as required by KCC 21A.09.080