



# 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 \$1,271 as of 2025. Refer to [Fee Guide 01-Pre-Development Services](#) for current fee schedule.
- 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 does 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.

### 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

Apply online at

[MyBuildingPermit.com](https://mybuildingpermit.com)

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



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](mailto:permitquestions@kingcounty.gov) or call 206-296-6600.

## Review disciplines and Fee information

The review disciplines are listed in the chart below. Refer to submittal requirements on the next page for minimum requirements by project type. Preapplication fees are non-refundable fees based on the number of review disciplines preparing review comments and attending the pre-application meeting. See [Permit Fees](#)

<b>A: Land Use and Zoning, includes:</b> 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>B: Site Engineering, includes:</b> 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.
<b>C: Transportation, includes:</b> Traffic impact analysis, Signalization, Channelization, and Level-of-service evaluations
<b>D: Geologic Issues (Critical Areas), includes:</b> Landslide hazards, Seismic, Coal Mine hazards, and Steep slopes
<b>E: Aquatic Resource Issues (Critical Areas), includes:</b> Streams, Wetlands, and Shorelines
<b>F: Fire Issues, includes:</b> Fire protection requirements, Fire flow requirements, Fire access, , Use and locations of any hazardous materials, exiting egress, among other fire and life safety concerns.
<b>G: Building Issues, includes:</b> Building occupancy classification, Construction types, and Structural requirements.
<b>H: Department of Natural Resources and Parks, includes:</b> For projects affecting facilities managed by Water and Land Resources Division, King County Parks, Solid Waste Division, or Wastewater Treatment Division.

## Submittal Requirements & Guidance

<b>R = Required</b>  <b>O = Optional</b>	Voluntary (Feasibility) Clearing & Grading	Voluntary (Feasibility) Building Permits	Voluntary (Recommended) Plats and Short Plats	Voluntary (Recommended) Special Use Permits, Conditional Use & Temporary Use Permits	Voluntary (Recommended) Critical Areas Alteration Exception or Reasonable Use Exception	Voluntary (Recommended)  Shoreline Substantial Development, Shoreline Variance or Shoreline Conditional Use Permit Shorelines Packet	<b>Mandatory</b> Type 4 Land Use Permits Rezones or Shoreline Environmental Redesignations	Voluntary (Recommended) Variance from Zoning Code	<b>Mandatory</b> North Highline Design Review
Minimum Review Disciplines Required (1) <i>descriptions page 3</i>	A	A	A, B	A, B	A, B, E	A, B, E	A	A	A, B, F, G
Project Narrative & Questions for Permitting staff	R	R	R	R	R	R	R	R	R(3)
Preliminary Site Plan (2)	R	R	R	R	R	R	R	R	R(3)
Building Plans	n/a	R	n/a	O	n/a	n/a	n/a	n/a	R(3)
<a href="#">Residential Density Calculation Worksheet</a>	O	O	R	n/a	n/a	n/a	n/a	n/a	O
Conceptual Drainage Plan/ Drainage Study	O	O	O	O	O	O	O	n/a	O
<a href="#">SEPA Environmental Checklist</a>	O	O	O	O	R	R	O	n/a	O
Geotechnical Report	O	O	O	O	O	O	O	n/a	O
Wetland/Steam Report	O	O	O	O	R	R	O	n/a	O
Traffic Impact Analysis	n/a	O	O	O	n/a	n/a	O	n/a	O
<a href="#">Critical Areas Designation</a>	O	O	O	O	O	R	O	O	O
Critical Areas Report	O	O	O	O	R	O	O	O	O
Groundwater Study (required for mining activities)	O	O	O	O	O	O	O	O	
Site Photographs	O	O	O	O	O	O	O	O	O
Context Analysis	O	O	O	O	O	O	O	O	R(3)
<b>* Pre-Applications for Type 4 Land Use Decisions and North Highline Design Review Projects are mandatory. Pre-application meetings for other projects are voluntary, but recommended. If you are proceeding with a voluntary pre-application meeting, the review disciplines and application material listed in this table are recommended.</b>									

1. For Mandatory Pre-Applications, waiver of a review discipline may be granted by a Product Line Manager or Planner, depending on project and site characteristics.
2. Preliminary Site Plan should include, if known or applicable to project:
  - a. Location of the property (vicinity map showing cross street)
  - b. Address (if an address has been assigned)
  - c. Parcel number(s)
  - d. Zoning of parcel(s) and adjacent parcels
  - e. North Arrow and Scaled dimensions (Eng. Scale for Site Plan, Arch. Scale for Building Plans)
  - f. Existing and proposed building footprints, with overhangs and projections
  - g. Existing and proposed grade contours
  - h. Site area in square feet or acres of the project site
  - i. Area of disturbance and/or development, including utilities and septic, as needed
  - j. Existing and proposed easements (ingress/egress, utilities, or drainage)
  - k. Critical areas and their buffers, if known
3. Project narrative should explain how the preliminary design addresses the intent of the North Highline urban design standards in K.C.C. 21A.60.010, responds to the context analysis required in subsection A.3. of this section, and meets the design standard requirements in this chapter. The department shall provide a template for the project narrative;

Site Plan should include:

- a. location of the property, with a vicinity map showing cross street
- b. address, if an address has been assigned
- c. parcel number or numbers
- d. zoning of parcel and adjacent parcels
- e. north arrow and scaled dimensions
- f. existing and proposed building footprints, with overhangs and projections
- g. existing and proposed grade contours
- h. site area in square feet or acres of the project site
- i. area of either disturbance or development, or both, including utilities, septic, and internal circulation, as needed
- j. existing and proposed easements, including ingress, egress, utilities, or drainage; and
- k. critical areas and their buffers
- l. proposed locations for artwork and neighborhood expression
- m. proposed pedestrian amenities and bicycle facilities
- n. proposed barrier-free access
- o. proposed parking quantity, location, and access point or points
- p. proposed landscape concept
- q. proposed stormwater design
- r. proposed approach to managing waste and recycling
- s. quantity, location, and quality of an on-site recreation area, or areas, if proposed
- t. phasing, if proposed

Building plan should include:

- a. architectural intent and proposed building design including elevations, façade details, colors, and materials; and
- b. 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.60.040.