



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. It also allows Permitting staff to become familiar with project elements prior to a complete, in-depth review.

This information does not apply to Already-Built Construction (ABC) pre-screening meetings, see the [Already Built Construction \(ABC\) pre-application meeting](#) instructions handout.

- 1) A **voluntary pre-application meeting** 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. This meeting may be very preliminary in nature and is not intended to fulfill the mandatory pre-application meeting requirements of the King County Code (KCC). 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.

Voluntary pre-application meetings for commercial building permits and site development/clearing & grading permits subject to SEPA (Type 1 decisions) are highly recommended. Although these permit types do not require a pre-application meeting, the communication with staff is likely to reduce the number of revision cycles and improve permit approval timeframes.

- 2) A **mandatory pre-application meeting** is required prior to permit submittal for all Type 2, 3, and 4 decisions, and Type 1 decision required to comply with the North Highline urban design standards per KCC 20.20.030. A mandatory pre-application meeting generally requires a higher level of plan detail than a voluntary pre-application meeting. The objectives of the mandatory pre-application meeting are to provide guidance on the requirements for a complete application and to expose and discuss any critical issues. Depending on the development permit being discussed, Permitting considers certain review disciplines essential to the review of the permit application. See submittal requirements on page 4 for direction.

Information provided by King County 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 meeting products are valid for one year from the date of the meeting.

Pre-application meetings do not vest a proposal to a particular version of code, regulation, or standard.

Pre-application meeting information & application, continued

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.

Most 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 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.

Apply online at
[MyBuildingPermit.com](https://www.kingcounty.gov/MyBuildingPermit)

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



Pre-application meeting information & application, continued

Review disciplines and fee information

The review disciplines are listed in the chart below. Refer to submittal requirements on the next page for minimum required disciplines 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](#)

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, and Addressing.

C: Transportation, include: Traffic impact analysis, Signalization, Channelization, and Level-of-service evaluations

D: Geologic Issues (Critical Areas): Landslide hazards, Seismic, Coal Mine hazards, and Steep slopes

E: Aquatic Resource Issues (Critical Areas): Streams, Wetlands, and Shorelines

F: Grading Issues: Clearing and Grading, Erosion and sedimentation control, Tree removal/retention, Site development issues, and Site restoration.

H: Fire Issues: Fire protection, Fire flow, Fire access, Sprinklers, Alarms, and Hazardous materials.

I: Building Issues: Building occupancy classification, Construction types, and Structural requirements.

J: Department of Natural Resources and Parks: For projects affecting facilities managed by Water and Land Resources Division, King County Parks, Solid Waste Division, or Wastewater Treatment Division.

Pre-application meeting information & application, continued

Submittal requirements

R = Required O = Optional	Voluntary (Feasibility) Clearing & Grading	Voluntary (Feasibility) Building Permits	Plats and Short Plats	Conditional Use & Temporary Use Permits	Critical Areas Alteration Exception or Reasonable Use Exception	Shoreline Substantial Development, Shoreline Variance or Shoreline Conditional Use Permit Shorelines Packet	Special Use Permits & Rezones	Variance from Zoning Code	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, H, I
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)
Residential Density Calculation Worksheet	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
SEPA Environmental Checklist	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
Critical Areas Designation	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 proposed 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)

Pre-application meeting information & application, continued

1. 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 shall 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 or parcels and adjacent parcel or 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 proposedBuilding plan shall include:
 - a. architectural intent and proposed building design including elevations, façade details, colors, and materials; and
 - b. proposed building usesContext 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