



Pre-Application Waiver Request Form

The Permitting Director or designee may waive the requirement for a pre-application conference if it is determined to be unnecessary for review of an application.

Complete the waiver request form and include the following with your submittal:

1. Site-plan that generally depicts the requested action.
2. Any special studies such as: land use, traffic, engineering, geotechnical, ecological, etc.
3. Identify the type of application that is seeking the waiver of the required Pre-application meeting such as: Subdivision, Short plat, Conditional Use Permit, Variance, Shoreline Permit, Critical Areas Alteration Exception, Temporary Use Permit, Rezone, etc.
4. Explain your rationale for the waiver describing an understanding of the application process, related code requirements, and application decision criteria. You may also include a separate narrative.

DATE		APPLICATION NUMBER (IF ANY)		
PERMIT TYPE				
PROJECT NAME				
SITE ADDRESS		CITY	STATE	ZIP CODE
PARCEL NUMBER(S)				
APPLICANT / CONTACT NAME				
APPLICANT'S PHONE NUMBER				
APPLICANT ADDRESS		CITY	STATE	ZIP CODE
APPLICANT'S EMAIL ADDRESS				

Application Waiver Request, continued

Applicant's Rationale for Waiver

Based upon review of the rationale noted above, any attached documentation, permitting timelines, and other pertinent information, I approve OR deny the required pre-application conference.

SIGNATURE OR PRINTED NAME OF PERMITTING
DIRECTOR OR DIRECTOR'S DESIGNEE

APPROVE DENY

DATE