



REQUEST FOR PRE-APPLICATION CONFERENCE

CITY OF LANGLEY

112 Second St./PO Box 366 Langley, Washington 98260 (360) 221-4245

The City of Langley strongly encourages all applicants to schedule a pre-application conference with City staff prior to submitting an application. Our intent at this conference is to provide you with detailed information regarding City regulations, permit processes, fees and infrastructure improvements before you start spending money on architectural and engineering services. We believe it will be time and money well spent!

1. Type of Action:

- Binding Site Plan
- Variance
- Shoreline Permit
- SEPA
- Rezone
- Preliminary Plat
- Final Plat
- Critical Area Review
- Conditional Use Permit
- Short Plat
- Accessory Dwelling Unit
- Other _____

2.

Property Owner

Applicant/ Contact Person (if different)

Name: _____

Address: _____

City/State/Zip: _____

Business Phone: _____

Home Phone: _____

Email Address: _____

3. Relation of Applicant to Property (check one):

- Owner
- Contract Purchaser
- Lessee
- Other (specify): _____

4. Project Site Information

Present Use: _____ Acreage: _____

Zoning Designation: _____ Comprehensive Plan Designation: _____

Legal Description: _____

Parcel Numbers: _____

Is there a critical area on the site? _____

5. Please Provide the Following Project Proposal Information

- A detailed written description of the proposed use, action and purpose
- A site plan to scale showing property lines, known easements, existing utilities, streets, access points (driveways), existing structures with square footage and distance to property lines, areas of existing landscaping, other impervious cover (driveways, walkways, parking areas), and contours if available

All materials (the original and seven copies) and a fee of \$570.00 must be submitted prior to conducting a pre-application conference (the fee for the formal application will be reduced by the amount of the pre-application fee, if the applicant decides to go forward with the application). Staff will review materials submitted prior to the meeting, assemble a series of comments, and schedule a date with the applicant for the conference.

Applicant Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____
(if owner is not the applicant)

Date Received: _____