



## CITY OF BLACK DIAMOND

Community Development Dept.

24301 Roberts Drive / PO Box 599  
Black Diamond, WA 98010  
(360) 851-4447

# Pre-Application Meeting Application and Checklist

## **ABOUT PRE-APPLICATION MEETINGS:**

Pre-application meetings are used to provide initial, general information for a potential development project. In preparation for the meeting, staff will review projects for consistency with the applicable codes and ordinances. At the meeting, staff and the applicant work both cooperatively and creatively to develop approvable projects. The pre-application meeting is recommended for anyone wishing to obtain preliminary site analysis and feasibility information. The meeting is generally one-hour in length.

## **PROCESS:**

Pre-application meetings are not scheduled until the applicant submits all required documents (see Submittal requirements below) to the Community Development Permit Center. Materials must be submitted two weeks in advance of the desired meeting time. Holidays may conflict with meeting schedules, check with the Community Development Department for any scheduling questions.

The meeting will be attended by:

- Community Development Department
- Planning
- Public Works
- Fire Marshall
- Building Official (if necessary)
- Police (if necessary)

At the meeting, the following information will be provided:

- Broad development information such as documents and detailed regulatory information related to process, land use, transportation, drainage, fire protection, building codes, and other applicable information will be provided that will aid the potential applicant to begin schematic development design.
- The discussions at the conference shall not bind or prohibit the City's future application or enforcement of all applicable law since it is impractical for a discovery meeting to be an exhaustive review of all potential issues.

Approximately one week following the meeting, the Community Development Director will provide a written summary of the meeting. You are encouraged to keep your own notations regarding the information discussed.

## **Code References**

Vehicles and Traffic

Title 10 BDMC

Concurrency

Title 11 BDMC

Streets, Sidewalks, and Public  
Places

Title 12 BDMC

Public Utilities

Title 13 BDMC

Stormwater Regulations

Title 14 BDMC

Building and Construction

Title 15 BDMC

Divisions of Land

Title 17 BDMC

Zoning and Procedures

Title 18 BDMC

Environmental

Title 19 BDMC

## **Resources**

King County iMap

Black Diamond Zoning Map

## **Questions?**

Planning Division

Permit Status

**City of Black Diamond**

24031 Roberts Drive

Black Diamond, WA 98010

[www.ci.blackdiamond.wa.us](http://www.ci.blackdiamond.wa.us)



**Pre-Application Meeting  
Application & Checklist**

**PROJECT INFORMATION**

Name of Project: \_\_\_\_\_

Project Address: \_\_\_\_\_

Parcel number(s): \_\_\_\_\_

**OWNER INFORMATION**

Name: \_\_\_\_\_ Company Name *(if applicable)*: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICANT INFORMATION**

☐ Same as owner

Name: \_\_\_\_\_ Company Name *(if applicable)*: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**AGENT INFORMATION** *(point of contact)*

Name: \_\_\_\_\_ Company Name *(if applicable)*: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**SITE INFORMATION**

Zoning: \_\_\_\_\_ Comp Plan Designation: \_\_\_\_\_

Size (acres/ sq. ft.): \_\_\_\_\_ Existing Land Use: \_\_\_\_\_

Does the site contain any of the following environmentally sensitive areas? Check all that apply:

☐ Flood Hazard ☐ Landslide Hazard Area ☐ Seismic Hazard Area ☐ Shoreline

☐ Steep Slope Hazard ☐ Coal Mine Hazard Area ☐ Wetlands ☐ Streams

Description of proposed project:



## SUBMITTAL REQUIREMENTS

1. ☐ Completed Pre-Application Meeting form
2. ☐ Narrative describing the project proposal, site, adjacent uses, any critical areas, and available utility information.
3. ☐ A plan for developing the site at a scale that will allow review. The scale depends on the size of the parcel(s) and may be reproduced on assessor's maps or other legitimate source that does not violate copy rights.
4. ☐ Vicinity map with the site clearly identified.
5. ☐ A list of questions you have for staff, including but not limited to the following topics:
  - a. Planning/ Zoning/ Environmental questions (Community Development)
  - b. Street/ Right-of-way/ Traffic questions (Public Works)
  - c. Storm/ Water/ Sewer Utilities (Public Works)
  - d. Emergency Access/ life Safety questions (KCFD #44)
  - e. Building Code/ Structural questions (Community Development)
  - f. Any other topics/ questions
6. ☐ Application fee

**PRE-APPLICATION MEETING GENERAL DISCLAIMER:** Review comments are based on pre-application meeting packet information submitted to the City. Pre-application meeting comments are non-binding/ preliminary and are designed to get the applicant "on-track" prior to the submittal of the development applications. Pre-application comments expire after six months, after which a new pre-application meeting may be required at the discretion of the director. Once a complete application has been formally submitted and staff have performed the appropriate review of the development submittal, the comments and/or issues discussed within the pre-application meeting may no longer apply and revisions to the submittal may be required.