

CITY OF ALGONA

APPLICATION FOR Pre-application Conference

200 Washington Boulevard
Algona, WA 98001
(253) 833-2897



Application #		Date Received	
Amount Paid		Received By	
Receipt #		Date Complete	

PROPERTY OWNER INFORMATION

Legal Owner's Name					
Owner's Address					
City		State		Zip	
Phone			Email		
I certify under the penalty of the laws of the State of Washington that I am the property owner of the property that is the subject matter of this application and I am authorizing to and hereby do consent to the filing of this application and acknowledge that the final approval by the City of Algona, if any, may result in restrictions, limitations, and construction obligations being imposed on this real property.					
Printed Name of Property Owner(s)					
Signature of Property Owner(s)					

APPLICANT INFORMATION (If different from property owner)

Applicant's Name					
Applicant's Address					
City		State		Zip	
Phone			Email		
Applicant's Signature					

PRIMARY CONTACT INFORMATION (If different from property owner)

Contact's Name					
Contact's Address					
City		State		Zip	
Phone			Email		

PROPERTY INFORMATION

Address			
Parcel Number(s)			
Acreage/Square Feet		Zoning	
Use			
Outstanding Permit(s) Numbers			

PROJECT DESCRIPTION

Please provide a brief description of your proposal.	
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CITY OF ALGONA

SUBMITTAL REQUIREMENTS FOR Pre-application Conference



MINIMUM SUBMITTAL REQUIREMENTS

The following items are the minimum initial submittal requirements for processing pre-application conference requests.

- ☐ A written narrative describing in detail the proposed development including uses, number of lots to be created, number of stories, and type of construction.
- ☐ A list of questions for staff, if any.
- ☐ A site plan depicting the proposed project, drawn to a decimal scale, on sheets a minimum of 11" x 17". The maps must be drawn to an engineering scale and be legible to review staff. The site plan should include the following information:
 1. Project or subdivision name.
 2. Applicant's name, email-address, phone number and mailing address.
 3. Vicinity map clearly showing the location of the project with respect to public streets and surrounding development.
 4. Site address and King County parcel number(s).
 5. Total square footage of the parcel(s) to be developed or subdivided.
 6. Proposed building footprint(s) and parking layout.
 7. Dimensions and square footage of existing and proposed lots and tracts.
 8. North arrow, engineering scale and date of plan.
 9. New lot numbers, if any.
 10. Location and width of existing and proposed easements for access, drainage, utilities, etc.
 11. Location, square footage and use of all existing buildings on the site.
 12. Distances of structures from existing and proposed lot lines.
 13. General location of significant trees.
 14. Location of water and sewer mains closest to the site.
 15. Square footage of existing and proposed impervious surface.
 16. Conceptual water, sewer and stormwater design (include detention and water quality facilities).
 17. Statement of soil type, drainage conditions, existing land cover, wildlife present and any other environmental factors.
 18. Known water features including but not limited to, lakes, ponds, wetlands, yearround or seasonal streams, creeks, gully or natural drainage way, drainage ditches, etc.
 19. Any known hazard area slopes.
 20. Approximate contours and/or elevations, at a minimum of five-foot intervals.