



CITY OF WARRENTON
Pre-application Conference (WMC 16.208.070)
 Wednesdays 10:30-11:15 or 11:15-12:00

OFFICE USE	FEE \$150.00
	File# _____
	Date Received _____
	Receipt# _____
	Scheduled Date _____
Time 10:30-11:15 or 11:15-12:00	

Subject Property Site Address: _____

Tax Lot (s) _____

Lot Square Footage/Acres _____ Zone _____

Property Owner(s) _____

Email _____ Phone _____

Mailing Address _____

I am a record owner of property (person(s) whose name is on the most recently-recorded deed), or contract purchaser with written permission from the record owner and am providing my signature as written authorization for the below applicant to submit this application.

Property Owner Signature _____

Applicant (if not owner) _____ Phone _____

Mailing Address _____

Email _____

Applicant Signature _____

DESCRIBE PROPOSAL AS COMPLETELY AS POSSIBLE: _____

1. **Participants.** When a pre-application conference is required, the applicant shall meet with the Community Development Director or his/her designee(s).
2. **Information Provided.** At such conference, the Community Development Director shall:
 - a. Cite the Comprehensive plan policies and map designations applicable to the proposal;
 - b. Cite the ordinance provisions, including the substantive and procedural requirements applicable to the proposal;
 - c. Provide available technical data and assistance, which will aid the applicant;
 - d. Identify other governmental policies and regulations that relate to the application; and
 - e. Reasonably identify other opportunities or constraints concerning the application.

3. **Disclaimer.** Failure of the Community Development Director or his/her designee to provide any of the Information required by this subsection C shall not constitute a waiver of any of the standards, criteria or requirements for the application.
4. **Changes in the Law.** Due to possible changes in federal, state, regional, and local law, the applicant is responsible for ensuring that the application complies with all applicable laws on the day the application is deemed complete.
5. **Pre-application Checklist: Please submit the following items for review at least 10 days prior to a scheduled pre-application conference.**

Preliminary site plan or preliminary plat

Preliminary utility plan

Preliminary elevations (mixed use, commercial and multi-family)

Optional: List of questions and concerns