



Pre-Application Meeting Request

Community Development Department ♦ 203 S. Pacific Ave. – PO Box 819 ♦ Kelso, WA 98626 ♦ 360.423-9922

Why should I schedule a pre-application meeting?

A pre-application meeting has two main goals. One is for you to gain information from staff about your project and the requirements that your project may need to meet. The second goal is to provide you with information to submit a complete application which will help facilitate an expedient review process.

When are pre-application meetings?

Pre-application meetings are held on Tuesday mornings depending on staff's availability. You will be contacted to schedule a time for the meeting once a complete pre-application request has been received. You can apply on line at <https://www.kelso.gov/building/apply-permit>

Who will be at my pre-application meeting?

Representatives from the city's planning, building and engineering departments as well as a representative from the fire district will be in attendance at the pre-application meeting.

What do I need to submit with my pre-application request?

With your pre-application meeting request, you will need to submit the following:

- A scope of work that fully explains the proposed development
- A site plan drawn to scale and that meets the City of Kelso site plan submittal requirements.
- Details for how stormwater will be handled.
- Identification of any Critical Areas located on the project's property
- Preliminary plans to handle additional traffic created by the project
- Plans showing proposed locations of utility lines and connections.
- The location of proposed fire lanes and existing or proposed fire hydrant locations.
- A list of questions that you would like staff to address at the meeting. It is important that we receive these questions ahead of time so we can do the appropriate research to be prepared to answer.

Will I get a pre-application summary from the City?

The City does not provide a summary or notes from the meeting.

Will I receive approval for my project at the meeting?

A pre-application meeting is not intended to provide analysis relative to any proposed project, but to answer your questions about the application process and to provide you with the all elements, issues and information that are required and will allow you to submit a complete and thorough application package that will facilitate an expedient review.

Should you have any questions related to the pre-application process, please feel free to contact the Kelso Community Development Department at (360) 423-9922.