



## Planning Department, Pre Application Meeting

This handout is a summary of the requirements of Camas Municipal Code §18.55.060

### Who

**A pre-application meeting is offered to anyone contemplating development or redevelopment of land, regardless of permit type. The city requires this meeting within six months immediately prior to submitting an application for a Type II or Type III permit.**

### When

Meetings are generally scheduled two weeks after the applicant provides the city with the necessary materials for review. The meetings are held at City Hall (616 NE 4<sup>th</sup> Avenue, Camas, WA) on Thursday afternoons.

### What Happens

At the pre-application meeting the applicant shows the city staff the plans of the proposed development. They discuss the applicable city requirements and how the proposal meets the requirements. The city will coordinate the involvement of staff that are responsible for reviewing zoning, roads, stormwater, emergency services, and building codes, as appropriate. Typically, there are follow-up discussions after the meeting to resolve identified issues.

### What the City Needs

<input type="checkbox"/>	General Application Form – signed by property owner. This form is available online at <a href="http://www.cityofcamas.us">www.cityofcamas.us</a> (Document Center).
<input type="checkbox"/>	Fee. <i>See current fee schedule. Meetings for Type II permits are free of charge.</i>
<input type="checkbox"/>	Site plan drawn to scale. Please provide as many details of the proposal and existing conditions as possible, to include existing structures, streets, sensitive areas or natural features (e.g. rock outcroppings, wooded areas), steep slopes, or waterways.
<input type="checkbox"/>	Other information. Please provide copies of any biological assessments, surveys or other details that are available, which will aid staff in providing the best advice for the formal application.

Please indicate which agencies, departments, or city staff that you have consulted prior to requesting this meeting:

Specific questions for staff:

### Follow Up

Planning staff compiles notes from the meeting and provides a copy to the applicant within ten days following the meeting. These notes will include contact names and numbers for those individuals that are available for in-depth help with preparing your formal application.