

# Pre-applications

Everybody wants their development applications to be reviewed and approved as quickly as possible. And by everybody, I mean not only the applicant but also those of us at City Hall.

The best way to minimize the time between permit submission to permit issuance is to choose to go through the “pre-application” process.

Pre-application is a service offered to applicants as an opportunity to get early guidance from the City on policies, regulations, standards, submittal requirements, and code compliance before investing in expensive plans and engineering.

With your pre-application submittal you can ask questions, explore alternatives, and learn how to make your project move faster, in a more code-compliant manner. The benefits include a consolidated preliminary review and specific feedback from City staff.

Pre-application is free and voluntary (with a few exceptions) and highly recommended. Applications that are decided by the Hearing Examiner or the City Council are required to go through the pre-application process. These include applications for subdivisions, conditional use permits, variances, and rezones.

It doesn't take a lot of effort to go through a pre-application review. At a bare minimum, all that is required to get back meaningful results is a sketch of a conceptual site plan and a narrative describing the proposed project. That said, the more information provided and the more detailed that information is, the more value will be realized through the pre-application process.

We strive to respond to pre-application requests within 1-2 weeks. Applicants receive a letter from our Permit Coordinator which includes comments from various city departments including Planning, Building/Fire Marshal, Engineering and Public Works (utilities). The Permit Coordinator will describe what items will have to be submitted with the development application and what the fees will be. If specific questions are asked on the pre-application submittal, those will be answered.

While initially pre-applications don't include a meeting with staff, if after receiving the Permit Coordinator's letter an applicant wants to meet we're happy to schedule that.

By going through the pre-application process you can ensure your permit application will not only be complete but it will be high quality. A quality application is the single best way to make the permit review process go as swiftly as possible.

That's why we encourage all potential development permit applicants to request pre-application. We've kept the process as simple as possible and don't charge a fee, unlike other cities, so there really aren't any reasons to not take advantage of the pre-application service.