

	<h1>PREAPPLICATION MEETING</h1>	
Physical Address: Auburn City Hall Annex, 2 nd Floor 1 E Main St	Mailing Address: 25 W Main St Auburn, WA 98001	Phone and Email: 253-931-3090 permitcenter@auburnwa.gov
Apply Online: www.MyBuildingPermit.com Select: Auburn Land Use New None Preapplication Meeting		

INFORMATION SHEET

What is the purpose of a Pre-Application Meeting?

- To acquaint the potential applicant with the requirements of the City Codes, the Comprehensive Plan, and other relevant criteria and procedures.
- Provide a potential applicant with an early opportunity to identify potential major issues and discuss the City's review processes to help expedite permit processing and approvals.
- To acquaint City staff with a potential applicant and application.

How do I schedule a Pre-Application Meeting?

Pre-Application Meetings are held on Wednesdays at 9:30 AM and 11:00 AM, are schedule on a first-come-first-served basis and have a lead time of at least 3 weeks before the meeting will be held. To schedule a meeting, go to www.MyBuildingPermit.com and apply for a "Pre-Application Meeting". You will then be contacted by a Permit Technician with the date and time for the meeting.

What information will I receive in response to my request?

Shortly after the Pre-Application Meeting, Staff will email a written summary. This summary will be based upon the information that was presented to Staff (i.e. what is submitted along with the Application form) and will identify applicable development regulations, policies, and engineering design standards, key issues, and requirements for special studies and other information. If new or additional information is provided at the meeting, Staff will provide the appropriate responses in the written summary. Please keep in mind this may delay emailing of the summary.

What does a Pre-Application Meeting not do?

- Vest an applicant under the existing rules and regulations adopted by the City in effect at the time of the pre-application meeting.
- Provide an exhaustive review of all potential issues.
- Bind or preclude the City from enforcing all applicable regulations or from applying regulations in a manner differently than may have been indicated in the Pre-Application Meeting.
- Constitute an approval in any manner of a proposal. The Pre-Application Meeting is intended to be informational only.

When is a Pre-Application Meeting required?

Pre-Application Meetings are *recommended* for most proposals, and are *strongly encouraged* for projects such as subdivisions, new buildings or additions to existing non single-family buildings, subdivisions, and other site improvement proposals. Pre-Application Meetings are required for the following:

- Multi-family and mixed-use developments *not* located in the Downtown Urban Center (DUC).
- Retirement apartments, congregate living facilities, and senior housing developments.
- Site plan approval within the Lakeland Hills Planned Unit Development.
- Marijuana related businesses.

How much does a Pre-Application Meeting request cost?

The cost of a Pre-Application Meeting can be found on the City's current Fee Schedule which is available on the [City's Forms webpage](#) or by contacting the Permit Center. If the project moves forward with permitting within 1 year of the meeting date, those fees are applied to the permitting fees.