



**JEFFERSON COUNTY**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**

621 Sheridan Street • Port Townsend • Washington 98368  
 360/379-4450 • 800/831-2678 • 360/379-4451 Fax

**Pre-Application Conference**

The Jefferson County Unified Development Code (UDC) requires that before an application is made for all Type II and Type III project applications and Type I applications proposing impervious surfaces of ten thousand (10,000) square feet or more and/or non-single family structures of five thousand (5,000) square feet or more, a pre-application consultation must be held. The consultation includes preliminary review and administrative assistance. This service does not include extensive field inspection or correspondence. Pre-application consultation does not limit subsequent administrative review.

At the conference, Department of Community Development personnel shall provide the applicant with:

- (1) A list of the requirements for a completed application;
- (2) A general summary of the procedures to be used to process the application;
- (3) The references to relevant code provisions or development standards that may apply to the approval of the application; and
- (4) A list of any applicable hourly review fees that may be charged by one or more County agencies upon the filing of a project permit application with the County.

Discussions at the conference or the information provided by the staff shall not bind or prohibit the County's future application or enforcement of all applicable laws and regulations. No statements or assurances made by County representatives shall in any way relieve the applicant of his or her duty to submit an application consistent with all relevant requirements of County, state and federal codes, laws, regulations and land use plans.

NAME:	_____		
MAILING ADDRESS:	_____		
TELEPHONE: (HOME)	_____	(WORK)	_____
REPRESENTATIVE:	_____		
MAILING ADDRESS:	_____		
TELEPHONE: (HOME)	_____	(WORK)	_____

**DIRECTIONS**

1. Please answer all questions on this form completely.
2. Attach a sketch of the **Conceptual Design** for the proposed use or activity, showing the following information:
  - a. Vicinity sketch;
  - b. North arrow and scale;
  - c. Property boundaries and identification of land uses on adjacent properties;
  - d. Means of ingress and egress;
  - e. Property/lot drainage;
  - f. Possible locations of sewage disposal and water supply systems;
  - g. Location of utility easements; and
  - h. Proposed location of buildings, including setbacks to property boundaries.
3. Attach payment of the applicable fee, as set forth in the Jefferson County Fee Ordinance.

## Property Description

General Location: _____		
Legal Description (from Property Tax Statement): _____		
9-Digit Parcel Number (from Property Tax Statement): _____		
Total Acreage: _____	Zone: _____	% Lot Coverage: _____
Applicant: <input type="checkbox"/> Owner	<input type="checkbox"/> Contract Purchaser	<input type="checkbox"/> Lessee
		<input type="checkbox"/> Other _____

## Project Description

Property Owner (name and mailing address): _____

## Standard Disclosure

Information provided to a prospective applicant during the pre-application consultation is based on County regulations in effect at the time of the pre-application consultation. Revised or new County regulations could affect a future development application. A pre-application consultation does not vest a future development application.

By signing the application form, the applicant/owner attests that the information provided herein is true and correct to the best of their knowledge. I also certify that this application is being made with the full knowledge and consent of all owners of the affected property. Any material falsehood or any omission of a material fact made by the applicant/owner with respect to this application packet may result in this permit being null and void.

I further agree to save, indemnify and hold harmless Jefferson County against all liabilities, judgments, court costs, reasonable attorney's fees and expenses which may in any way accrue against Jefferson County as a result of or in consequence of the granting of this permit.

I further agree to provide access and right of entry to Jefferson County and its employees, representatives or agents for the sole purpose of application review and any required later inspections. This right of entry shall expire when the County (through the Administrator or the Administrator's representatives) concludes the application has complied with all applicable laws and regulations. Access and right of entry to the applicant's property shall be requested and shall occur only during regular business hours.

\_\_\_\_\_  
(SIGNATURE) \_\_\_\_\_ (DATE)

I hereby designate \_\_\_\_\_ to act as my agent in matters related to this pre-application conference.

\_\_\_\_\_  
(LANDOWNER SIGNATURE) \_\_\_\_\_ (DATE)