



Pre-Development Conference Application

Rev.20211019

Part 1: Classification of Work

- Remodel/Tenant Improvement (TI)
- Land Development
- Change of Use or Occupancy – Existing Use: _____
- New Construction
- Addition to an Existing Structure
- Parking Lot/Site Work
- Proposed Use: _____

Part 2: Basic Project Information

Project Title: _____ Estimated Cost: _____
Site Address: _____ Parcel Number: _____

Part 3: Contact Information

- Property Owner
- Business Owner
- Agent/Consultant
- Architect

Applicant/Contact: _____ Email: _____
Company Name: _____ Phone Number: _____
Mailing Address: _____ Fax Number: _____
City: _____ State: _____ Zip Code: _____

Part 4: Specific Project Information

Summary of Work Proposed:

Project-specific questions you would like answered during the conference:

- 1)
- 2)
- 3)

Please attach an additional sheet of paper for more questions as needed

Pre-Development Conferences (Pre-Devs) are held Thursdays virtually via Microsoft Teams from 1:15 to 3:15pm. To schedule a Pre-Dev, submit the following information to the Development Services Center Pre-Dev Email at erapc@spokanecity.org a minimum of 8 days prior to the desired Thursday.

Basic Submittal Requirements

- One (1) Completed Application One (1) Digital Copy (PDF) of the Site Plan

Please use these checklists to ensure all necessary information has been provided.

Plan Standards

1. Minimum acceptable size: 11" x 17"
2. Maximum acceptable size: 30" x 42"
3. Plans must be drawn to scale (*Minimum 1" = 20'*)
4. Plans are to be clear and legible

Plans that do not meet these standards will not be accepted.

Site Plan Requirements

Please provide the following details:

- Primary contact person's name, address, phone number and email address;
- Property owner's names, address, phone number and email address;
- Estimated project valuation/budget and estimated construction start date;
- Standard engineering scale (*i.e. ~ 1" = 20'*);
- North arrow (*Additionally, plans should be oriented north*);
- Address and parcel number(s);
- Vicinity map;
- Property lines/site boundary dimensions;
- Building footprint and area (*include the number of floors and the basement area*);
- Use or occupancy classification of building (*i.e. ~ general office, medical office, retail, multi-family*);
- Construction type, if known (*i.e. ~ V-B, I-A, II-A, etc.*);
- Fire protection equipment (*sprinkler systems, standpipes, alarm systems*);
- Location of existing and proposed fire hydrants;
- Parking layout with number of stalls (*identify ADA Accessible parking locations*);
- On-site circulation showing driveways and loading areas;
- Existing and proposed impervious surfaces (*street improvements, curbs, walks, paving*);
- Existing and proposed parking meters and signage to include street/traffic signs;
- Trash and recycling storage areas (*identify screening, compactor, or front-load container*);
- Location and type of proposed landscaping;
- Existing and proposed dry wells/on-site storm water grass swale areas; *and*
- All utility locations (*existing and proposed, water [identify main size if known], sewer, telephone, cable, power [overhead and underground], and gas*)