



Pre-Development Conference

Guidesheet

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What is a Pre-Development conference?

A Pre-Development Conference is an optional meeting between an applicant and representatives of appropriate City departments and other governmental agencies, conducted prior to the submission of a detailed application for a Building or Land Use Permit. These “Pre-Dev” meetings are intended to provide an overview of City, County, and State regulatory requirements, the application process and procedural submission requirements. Project approvals are not given at this meeting.

How Will a Pre-Development Conference Benefit Me?

Pre-Development Conferences are highly recommended, as they identify potential obstacles with proposed projects early on in the process. This helps property owners, contractors, developers, and business owners determine the feasibility of projects before expending much money. Applicants are provided with a comprehensive set of notes, after their meeting, which detail the requirements, expectations, and code references to assist them with their project. These notes, and the meeting, help ensure complete and correct submittals when applying for building or land use permits. This improves plan review approval times, reduces the need for resubmittals, and save applicants time and money.

The following departments and other agencies review the plans and attend the meetings:

- Planning Services (land use, zoning, PUDs)
- Engineering Services (streets, sidewalks, sewer, onsite stormwater [OSSW])
- Traffic Design
- Solid Waste Management
- Building (building permits, change of use)
- Fire Prevention
- Water
- Spokane Regional Health District (SRHD)
- Spokane Regional Clean Air Agency (SRCAA)

Meeting notes are compiled for each project and are provided to the applicant. These records have been classified by the Legal Department as public records.

How Do I Schedule a Pre-Development Conference?

To schedule a Pre-Development Conference, submit a completed Pre-Dev application with 7 copies of a site plan (plus one digital copy [pdf]) for the proposed project to the Planning and Development Department on the 3rd floor of City Hall. A Plans Examiner will screen the submittal to ensure the requirements identified on page 2 of the application have been sufficiently met. Qualifying submittals will then be scheduled for the next available time slot. The applicant will be informed of the set time and date at the approved application submittal and again by email a week prior to their scheduled Pre-Development Conference.

Applications and site plan requirements are available from the Business & Development Resources page on the City of Spokane website at <https://my.spokanecity.org/business/resources/>. Please call (509) 625-6300 for additional assistance.

When and Where are the Pre-Development Conferences Held?

The Development Services Center provides the opportunity for up to three, 45-minute conferences to occur between 1:00 and 3:15 p.m. on Thursday afternoons. The conferences are held in Conference Room 3B on the 3rd Floor of City Hall at 808 West Spokane Falls Blvd.

What Does the Pre-Development Conference Cost?

Pre-Devs are currently free of charge for reviews by City of Spokane departments. If the project proceeds and requires a permit or approval from the Spokane Regional Health District, the time spent reviewing the project during the Pre-Development process is billed by the Health District at the standard hourly plan review rate.