Pre-Development Conferences
Information Sheet

Rev.20171218

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 that 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 times, reduces the need for resubmittals, and saves 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, on-site stormwater [OSSW])
- Traffic Design
- Solid Waste Management
- Building (building permits, change of use)
- Fire Prevention
- Water

Other agencies may attend, including Spokane Regional Clean Air Agency (SRCAA) and Spokane Regional Health Department.

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 to Schedule a Pre-Development Conference

To schedule a Pre-Development Conference, submit a completed Pre-Development application with seven (7) copies of a site plan (plus one digital copy – submitted as PDF) for the proposed project to the Development Services Center on the 3rd floor of City Hall. Staff 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 approved application submittal and again by email one week prior to their scheduled Pre-Development Conference.

Applications and Site Plan requirements are available at my.spokanecity.org.

Development Services Center   808 West Spokane Falls Boulevard, Spokane, WA 99201-3336
my.spokanecity.org | Phone: 509.625.6300 | Fax: 509.625.6822

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 – 3:15 on Thursday afternoons. The conferences are held in Conference Room 3B on the 3rd floor of City Hall at 808 W Spokane Falls Blvd.

What Does the Pre-Development Conference Cost?

Pre-Devs are currently free of charge unless an applicant requests that the Spokane Regional Health Department attend. SRHD bills applicants $50 for one hour of review + $110 for each additional hour for their involvement.

Please call (509) 625-6300 for additional assistance.