



City of Covington
Community Development Department
16720 SE 271st Street • Suite 100 • Covington, WA 98042
Phone: (253) 480-2400 • www.covingtonwa.gov
For appointments: PermitServices@covingtonwa.gov or call (253) 480-2400, ext. 0.

PRE-APPLICATION SUBMITTAL CHECKLIST & SUMMARY COMMERCIAL & RESIDENTIAL LAND USE

Pre-application meetings are required for a Type 2, 3, or 4 decision in accordance with CMC 14.35.020. The purpose of the pre-application meeting is to provide the applicant with the requirements of the City of Covington Municipal Code and project review standards.

PRE-APPLICATION SUBMITTAL

The pre-application meeting will be scheduled within 30 days from the date of the submitted application. Pre-application meetings are scheduled on a first come, first served basis. **Submittals are by appointment only.**

PRE-APPLICATION MEETINGS

The meeting will be attended by key city staff, fire, sewer, and water districts. While this meeting does not serve as a formal review of the proposed project, staff will note any identifiable issues and will provide an overview of the following information:

- A general summary of the procedures and timelines used to process the application
- References to the relevant code or development standards under which the project will be reviewed
- Information from the fire, water and sewer districts

Your design team (i.e. architects, engineers, project coordinators, etc.) is encouraged to attend the pre-application meeting.

EXPIRATION OF PRE-APPLICATION MEETINGS

A new pre-application meeting will be required if applicant fails to submit a valid land use development application within 180 days of the pre-application meeting. If within 180 days, there are substantial changes to the development regulations, or significant changes to the proposal, the city will require a second pre-application meeting.

COMPLETE PRE-APPLICATION CHECKLIST

This checklist identifies the minimum applicable information necessary for the city to review the application. Plans can be conceptual and do not need to be construction quality drawings. However, the more information provided, the more complete the assessment of your application will be. Plans must be legible and to scale.

- Provide Hard Copies and Electronic .pdf Files** (On USB drive for city to retain - No discs please)
Reports not to exceed 5 MB, plans not to exceed 10MB
- Completed Pre-Application Project Summary
- Ten (10) complete plan sets to include the following:
 - General Site Plan (drawn to scale) - include the following:**
 - Vicinity Map
 - Property boundaries
 - Topography
 - Access points and site circulation (existing and proposed)
 - Identify critical areas in proximity to project site & associated buffers (wetlands, streams, steep slopes, etc.)
 - Utility easements (including water and sewer), location of wells, septic tanks, drain fields (existing)
 - Location of proposed and existing stormwater facilities
 - Stormwater Site Analysis (See CMC 13.25 and Design Standards)
 - Location of tree tracts/tree conservation easements
 - Commercial Projects - include the following additional information:**
 - Location, size, and use of each proposed structure
 - Preliminary elevation drawings clearly indicating the structure height for new structures. A preliminary visual representation of the structure is suggested
 - Indicate gross floor area for each structure and type of building construction
 - Proposed parking lot layout and drive aisles



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PRE-APPLICATION FORM COMMERCIAL & RESIDENTIAL LAND USE

STAFF USE ONLY	Project Number: _____ Application Date: _____
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Name of project/development: _____
(Please refrain from using the name "Covington" in your project name)

Site address: _____ Parcel No.: _____

Description of proposal: _____

Anticipated period of construction: From: _____ To: _____

Will the project be developed in phases? Yes No

If yes, please describe: _____

List existing easements on site: _____

Commercial Residential

PROPOSED PROJECT INFORMATION			
Acreage of site		Park areas	
Zoning		Tree tract/easement area	
Proposed density		Wetland or stream area	
Largest lot size		Number of units	
Smallest lot size		Non-residential structures	
Average lot size			

PRIMARY CONTACT PERSON	<input type="checkbox"/> Applicant
Name: _____	E-mail: _____
Company: _____	Phone: _____
Address: _____	City/State/Zip: _____

PROPERTY OWNER	<input type="checkbox"/> Applicant
Name: _____	E-mail: _____
Company: _____	Phone: _____
Address: _____	City/State/Zip: _____