



INFORMATION BULLETIN No. 1

City of Blaine

Updated
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PRE-APPLICATION CONFERENCE

WHAT IS A PRE-APPLICATION CONFERENCE?

The pre-application conference is a meeting between City staff and a prospective applicant, to assist the applicant in compiling complete land use development applications for submittal to the Blaine Community Development Services Department. The meeting serves to identify concerns and potential issues and to expedite the processing of development applications. These pre-application conferences are informational in scope and provide a one-stop meeting with City departments responsible for development review.

Copies of a schematic plan and a summary of the project proposal are required prior to scheduling the pre-application conference.

The project proponents describe their development plans and how they fit into the city's infrastructure and zoning. In response, City representatives describe the type of application(s) needed, the review process and approximate timeline, the development regulations and estimated costs.

The pre-application conference is not meant to be a detailed review of proposed plans or ideas. After the application has been made, the City's technical review committee will analyze the plans and meet with the applicant to discuss project details and regulations.

Vesting of applications:

*The pre-application request form is **not** a project application. Your project is not vested until you submit a full and complete application and it is accepted by the city. If development regulations change between the pre-application conference and the date of application, the project application is not "vested" with the regulations that were in place at the time of the Pre-Application Conference Request Form.*

HOW DO I REQUEST A CONFERENCE?

1. You must complete a **Pre-Application Conference Request Form**.
2. You must provide the supplemental information listed on the request form.
3. There is no charge for the first conference.

Applications are submitted by appointment.

WHAT IS THE RESULT OF THE MEETING?

At the pre-application conference, staff will provide the applicant with information about:

- Requirements for complete application(s);
- A summary of procedures, including any public meetings, that must be followed to process the application;
- A discussion of issues and concerns; and
- References to code provisions or development standards that may apply to the approval of the application.

The applicant is mailed a set of notes from the Pre-Application Conference within 14 calendar days after the meeting is held. The notes will review the regulations and approval criteria, specific development issues, and additional information required to prepare a complete development application that was discussed at the meeting. The notes typically will provide an estimate of fees for application processing.

MORE QUESTIONS?

For further information, please call the Community Development Services Department at the City of Blaine (360) 332-8311.

The City of Blaine's Community Development Department has created customer information bulletins to inform the general public about the effect of codes and regulations on their projects. These bulletins are not intended to be complete statements of all laws and rules and should not be used as substitutes for them. If conflicts and questions arise, current codes and regulations are final authority. Because the codes and regulations may be revised or amended at any time, consult City of Blaine, CD staff to be sure you understand all requirements before beginning work. It is the applicant's responsibility to ensure that the project meets all requirements of applicable codes and regulations.