



# City of Yelm

Fee	_____
Date Received	_____
By	_____
File No.	_____

## Community Development Department PRESUBMISSION REQUEST FORM

**Fee: None**

A presubmission conference is an opportunity for applicants, developer(s) and/or consultants to meet with city staff to discuss preliminary studies or sketches of a proposed project. At the conference the staff will make available information relating to the proposed development. The intent is to identify and eliminate as many potential problems as possible in order for the project to be processed without delay. The conference should take place prior to detailed work by an engineer or surveyor, however a site drawing must be submitted that has sufficient information to allow for evaluation. Discussion topics will include such things as Yelm's Comprehensive Plan, street design, storm runoff and retention, Shoreline Master Program, zoning, availability of sewer and water, development concepts, other requirements and permits, and the environmental impact. Staff notes are prepared and available to review. There is no charge for this meeting. Meetings are held each Wednesday. This request form should be submitted by 5:00 p.m. at least one week before the preferred meeting date.

**MEETING DATE REQUESTED** \_\_\_\_\_  
(a Wednesday) Time (afternoon only)

<b>APPLICANT</b> _____	<b>OWNER</b> _____
<b>MAILING ADDRESS</b> _____	<b>ADDRESS</b> _____
_____	_____
<b>TELEPHONE</b> _____	<b>TELEPHONE</b> _____
<b>EMAIL</b> _____	<b>EMAIL</b> _____

**REPRESENTATIVE (if any)** \_\_\_\_\_ **OCCUPATION** \_\_\_\_\_  
**MAILING ADDRESS** \_\_\_\_\_  
**TELEPHONE** \_\_\_\_\_  
**EMAIL** \_\_\_\_\_

**General location of the project** \_\_\_\_\_  
 \_\_\_\_\_  
**Section** \_\_\_\_\_ **Township** \_\_\_\_\_ **Range** \_\_\_\_\_  
**Assessor's Tax Parcel Number** \_\_\_\_\_

**Type of Project (Subdivision, Annexation, Zone Change, etc..)** \_\_\_\_\_

**Total acreage** \_\_\_\_\_ **Proposed Density** \_\_\_\_\_  
**Proposed Land Use:**

Single-family    Duplex    Multi-family    Mobile Home Park    Commercial    Industrial

**Brief description of project** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please attach a copy of a site plan drawing not larger than 11" X 17" and forward to Yelm City Hall.