

City of Sumner
1104 Maple ST Suite 250
Sumner WA 98390
Phone (253) 299-5530

Pre-Application Review



Date: _____ PRE: _____

Welcome to pre-application review. This process is intended to provide you with quality information about the City's regulation and requirements. As A rule, the better the information you provide us, the better the information we can provide you.

You may request pre-application review at any time prior to submitting a permit. Applicants for projects which require SEPA or design review must complete pre-application review before a Land Use Permit application. In this case, you probably will not have the amount of detail as a fully designed project. We encourage you to provide as much of the information on the back of this sheet as possible.

Applicants are also encouraged to go through pre-application review prior to submitting for commercial and multifamily building permits. In this case, details about construction and site design are critical. It is required that you provide all the information on the back of this sheet. You may use the list on the back as a checklist to make sure you have all the information. We look forward to working with you on your project.

Project Address: _____

Legal Description: _____

Parcel # / Range, Town, Qtr, Subdivision, Lot #

Use: _____ Valuation: _____

Property Owner: _____

Phone: _____ Mobile: _____ Fax: _____ Email: _____

Mailing Address: _____

Contact Person: _____

Phone: _____ Mobile: _____ Fax: _____ Email: _____

Mailing Address: _____

Project Description:

Submittal deadline for the preliminary site plan application is 5:00 p.m. Thursday. Submit an electronic copy of the completed application, a site plan and supporting information to: allisonj@sumnerwa.gov. Review of submitted material will be scheduled for the following Thursday at 8:30 a.m. by the Pre-application Review Committee. Applicants will receive a copy of the Committee's comments from the meeting via email. If you are unable to email your submittal, please feel free to call the Permit Center at 253-299-5530 for other options.

Site Plan Review Application Requirements

	All site plans must be drawn to scale. Provide dimensions for all required items.
	Vicinity map – showing surrounding roads and lots
	Project zoning
	Property lines and all lot dimensions.
	All public and private roads, driveway access and all easements (specify type on or adjacent to the site)
	Existing and proposed fire hydrant locations and all water main sizes; if no hydrants on site, distance to the nearest hydrants.
	All major man-made and natural features; streams, creeks, drainage ditches, railroad tracks, etc.
	Proposed building locations; setbacks from property lines and distance between structures proposed and existing.
	Building dimensions including height and number of stories.
	Paved and parking areas including parking location, maneuvering areas, loading areas, handicapped stalls, walkways, etc.
	Type of construction.
	Proposed uses.
	Proposed landscaped areas.
	Outside storage areas, including type of surface and product to be stored.
	Proposed trash dumpster location.
	Proposed on-site utilities including sanitary sewer, storm drainage, water services (both domestic fire irrigation). Type of detention/retention system and treatment for stormwater.
	Is the project in a flood zone? What is the base flood elevation?