

## LAND USE APPLICATION PROCESS

Presubmission Conference

Optional but strongly encouraged

## Application/Intake Meeting

Intake appointments are scheduled for all submittals except boundary line adjustments, lot consolidations, short plats, and staff level design review. Includes materials such as SEPA checklist, technical reports (critical areas, stormwater, traffic, tree protection, etc.); site, landscape, and preliminary engineering plans; and architectural design concept.

Application **completeness** determined during intake meeting. If items are missing, the intake meeting will be rescheduled. Once an application is deemed complete, it will be routed to applicable city departments, agencies, recognized neighborhood associations, and parties of record.

