Pre-Application &
Pre-Application Waiver Request

Community Development
109 SW 1st Street, Suite 127
Battle Ground, WA 98604 Phone: (360) 342-5047

APPLICATION TYPE	
☐ Pre-Application	☐ Pre-Application Waiver Request

TYPE OF WORK				
☐ Single-Family	☐ Commercial	☐ Multi-Family	☐ Industrial	☐ Mixed Use

PROJECT SITE LOCATION
Project address:
Parcel Number:
Zoning District:
Number of Lots/Units:

PROJECT NAME AND NARRATIVE DESCRIBING REASON FOR REQUEST

PROPERTY OWNER		APPLICANT/CONTACT	
Name:		Company Name:	Contact Name:
Address:		Address:	
City, State, Zip:		City, State, Zip:	
Phone:	Email:	Phone:	Email:

REQUIRED SIGNATURES

I certify, under penalty of perjury, under the laws of the State of Washington, that the foregoing is true and correct. (RCW 9A.72.085). I/we agree that City of Battle Ground staff may enter upon the subject property at any reasonable time to consider the merits of the application, to take photographs and to post public notices.

Owner's Signature:	**Date:**
Applicant's Signature:	**Date:**

	PRE-APPLICATION SUBMITTAL REQUIREMENTS
	Filing Fee – *The review fee is non-refundable if staff has started their review.*
	Completed and signed application *If someone other than the owner is signing the application, an authority to act letter from the legal owner is required.*
	Narrative *Indicate description of uses and types of structures proposed, hours or operations, estimated vehicular traffic to and from the site, etc. List specific questions and/or issues you wish to have answered at the Pre-Application conference.*
	Preliminary Plat and/or Site Plan *Show size and location of all existing and proposed parcel lines, buildings, rights-of-ways, easements, wells, watercourses, railroad lines, and any other important features relevant to the parcel(s).*
	Preliminary Engineering Information *Show approximate location of existing fire hydrants within a 100' radius of site, proposed method of providing stormwater drainage on site, erosion control measures and proposed grading activity for the site, indicating areas of proposed cuts and fills.*
	Preliminary Architectural Information *Indicate gross square footage, proposed and potential uses and occupancy group, number of floors, building height, and construction type. Conceptual elevation drawings, dimensions, and area of the project.*