



Lewis County Community Development

125 NW Chehalis Ave, Chehalis, WA 98532
Phone: (360) 740-1146 • www.lewiscountywa.gov

Presubmission Conference

The Presubmission Conference is a service provided by the County to allow a cursory review of a proposed development or subdivision to determine the feasibility of the proposal and what requirements would be associated with the project. There is no cost for this service.

A Presubmission Conference will not be scheduled to review a proposal for residential (single family) development of a property, unless there are extenuating issues pertaining to the proposed site.

The meetings are held on the 2nd and 4th Thursdays of each month at either 8:30am or 9:30am. There is a time limit of up to one hour for each meeting. The meetings are scheduled a minimum of 2 weeks after a completed application has been submitted to the Permit Center. This timeframe allows for distribution of the application to multiple County Departments and interested parties (Fire Department, State Departments, etc.), for the proposal to be reviewed by each department and information prepared for the meeting. Meetings are held virtually using Microsoft Teams.

Information required to request a Presubmission Conference would include (at a minimum) the completed application, a vicinity map and a site plan. For new construction, commercial development, or multi-residential development, floor plans and preliminary construction plans must be included in the application packet. This is needed for the Building Department to determine the requirements for construction, fire flow (fire suppression / alarm) and occupancy.

To apply for a Presubmission Conference, submit the completed application and attachments to the Lewis County Permit Center at 125 NW Chehalis Ave, Chehalis or contact the Permit Center at 360-740-1146 for details on e-mailing a completed application. Once the application has been submitted, a meeting date and time will be scheduled with you.

At the meeting you can expect to meet with generally 6-10 staff members (depending on the project). After introductions have been made, you'll be asked to give a brief overview of the proposed project. A representative of each department will then explain the requirements for approval for the project. Meeting notes will be taken and after the meeting (1 – 2 weeks), a copy of the meeting notes will be provided to you as a reference of who you met with and what was discussed. A copy of the meeting notes will be kept on file in the Community Development office for any future reference.

If you have any questions regarding the process or scheduling a meeting, please contact the Lewis County Permit Center at 360-740-1146.

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Presubmission Conference Submittal Requirements

- **Completed / Signed application.**
- **Vicinity Map** (no larger than 11x17) showing the property boundaries in relation to the closest roads and streets and major roadways and streets in the area.
- **Detailed Site Plan** (no larger than 11x17) showing the following and identifying existing or proposed:
 - North arrow
 - Boundaries (property lines) of the property to be developed or created; Location of all existing or proposed structures (including but not limited to buildings, fences, bridges, etc.);
 - Square footage of all structures (existing or proposed), identify use of each structure and setbacks from all property lines;
 - Access to property (driveways)
 - Location of utilities including sewage disposal (sewer lines, septic tanks, drain-field, etc.), water service (water lines, well, etc.), hydrant locations, and storm-water retention/detention areas.
 - Location of any potential “critical areas” such as wetlands, streams, hillsides, lakes, flood zones (if known), etc.
 - Fire lanes (for all commercial or multi-residential development)
- **Preliminary Floor Plan** (no larger than 11x17) showing existing plan with proposed changes, identifying all areas (office, kitchen, warehouse, bath rooms, etc.) and all exits/entrances.
- **Preliminary Construction Plans** (no larger than 11x17) showing type of construction material to be used.

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Presubmission Conference

- Subdivision Property Development
 Commercial Other: _____

Date Received: _____
Application #: SPRC- _____

Proposed Project Title: _____

Tax Parcel Number(s) _____

Site Address/Location _____

Contact Information:

Applicant's Name: _____

Relation: Current Owner Prospective Purchaser Other (define): _____

Mailing Address: _____

Daytime Phone #: _____ Email Address: _____

Agent's Name: _____

Mailing Address: _____

Daytime Phone #: _____ Email Address: _____

Property (land) Owner's Name: _____

Mailing Address: _____

Daytime Phone #: _____ Email Address: _____

Proposed Project is: Commercial Personal Use Subdivision Other (explain): _____

Is this a phased project? No Yes (please define all phases and timelines under project description).

Project Description (please provide a detailed explanation of the proposal and any future plans including, but not limited to, a brief description of your proposal, the use of each building, existing uses on the site, parking, etc.):

_____ (attach separate sheet if needed)

Non-Residential Projects:

Projected number of customers per day _____ Proposed number of employees _____

Projected number of deliveries per day _____ Proposed number of parking spaces _____

Proposed hours of operation ____ a.m. to ____ p.m. OR 24 hours

Proposed days of operation 7 days per week OR _____

