

## What is a Pre-Submission Conference?

As the name suggests, a pre-submission conference is a meeting between County staff and a project proponent that takes place before any application is made to the County for project approval. The purpose of a pre-submission conference is to help the developer be aware of all County Codes that will affect his proposal as well as to provide general information which identifies potential problems up front, prior to the applicant making any large investments.

## When should I schedule a Pre-Submission Conference?

When your plans have been developed to the point that major revisions will not be made to the proposal, a pre-submission conference should be scheduled with the County. This will enable County agencies to review plans that have been well thought out and will not be subject to significant changes after having commented on the proposal. Do not expect County staff to assist in the design of your project. The County's role in the review of development applications and pre-submissions is to respond to specific questions regarding applicable County Codes.

## What information should I have available for the Pre-Submission Conference?

At least 2 weeks prior to the date you wish to schedule your pre-submission conference, fill out the form on the back of this brochure and provide the following information:

- A brief written description of the project;
- A site plan containing as much information about the project as possible including **how you propose to access your project**;
- Any other information that may help the County review your proposal.

After receipt of your pre-submission conference request, the Planning Department will schedule a

date for the conference and route the information provided to Agencies that will be reviewing the application. Please do not bring revised or new information to the meeting and expect comment from County staff. Include all applicable information in your original packet.

Following the conference, staff will prepare a letter outlining major points of the meeting. A copy of this letter will be provided to all those participating in the conference.



**If you have questions...**

**Klickitat County Planning Department  
(509) 773-5703  
or come by the  
County Services Building**

**8:00 AM - 5:00 PM**

KLICKITAT COUNTY PLANNING DEPARTMENT  
115 West Court Street  
MS-302  
GOLDENDALE, WA 98620  
PHONE: (509) 773-5703  
1 (800) 765-7239  
FAX: (509) 773-6206  
EMAIL: [PLANNING2@KLICKITATCOUNTY.ORG](mailto:PLANNING2@KLICKITATCOUNTY.ORG)

## Klickitat County Development Assistance Brochure

# Pre-Submission Conference



**This brochure outlines the  
benefits and procedures of a  
Pre-submission Conference**

**This brochure contains general information  
only and is subject to periodic change. Contact  
the Planning Department for specific details  
regarding current information.**

# PRE-SUBMISSION REQUEST

DATE SUBMITTED: \_\_\_\_\_

DATE SCHEDULED: \_\_\_\_\_

NAME: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

CITY: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TAX PARCEL NUMBER: \_\_\_\_\_

\_\_\_\_\_

## PROJECT DESCRIPTION:

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## LOT ACCESS DESCRIPTION: Provide current access to parcel and proposed access to new lots.

- STATE HIGHWAY: \_\_\_\_\_
- COUNTY ROAD: \_\_\_\_\_
- PRIVATE ROAD: \_\_\_\_\_
- NEW PRIVATE ROAD ACCESS TO ADDITIONAL LOTS – PROPOSED ROAD NAME (New road name will need Planning Department approval): \_\_\_\_\_

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## WATER SOURCE:

- PUBLIC SOURCE NAME: \_\_\_\_\_
- COMMUNITY WATER PURVEYOR NAME: \_\_\_\_\_
- PRIVATE WELL

## SEWER SOURCE:

- PUBLIC SEWER NAME: \_\_\_\_\_
- PRIVATE SEPTIC

## DATES/TIMES WITHIN THE NEXT THREE (3) WEEKS THAT YOU ARE UNABLE TO ATTEND A MEETING:

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**\*SITE PLAN REQUIRED:** A site plan is a sketch that contains as much information about your project as possible, including road access to your project.

\*IF YOUR PROPERTY IS LOCATED IN THE NATIONAL SCENIC AREA, THE COLUMBIA RIVER GORGE COMMISSION REQUIRES YOU TO COMPLY WITH ALL NATIONAL SCENIC AREA REGULATIONS. THEY CAN BE CONTACTED AT 509-493-3323