



**CITY OF LACEY**  
Community & Economic Development Department  
420 College Street SE  
Lacey, WA 98503  
(360) 491-5642

**OFFICIAL USE ONLY**

CASE NUMBER:
RELATED CASE NUMBERS:
PLANNER ASSIGNED:
PW ASSIGNED:

***PRESUBMISSION CONFERENCE REQUEST FORM***

ONE WEEK PRIOR TO REQUESTED DATE, SUBMIT VIA EMAIL TO [PLANNING@CI.LACEY.WA.US](mailto:PLANNING@CI.LACEY.WA.US), OR TO LACEY CITY HALL. NO FEE IS REQUIRED.  
SUBMISSION SHOULD INCLUDE COMPLETED APPLICATION, SITE PLAN DRAWING, VICINITY MAP, AND TRAFFIC GENERATION WORKSHEET.

**APPLICANT:**

ADDRESS:	CITY:	STATE:	ZIP:
PHONE NUMBER:	EMAIL:		

**REPRESENTATIVE:**

ADDRESS:	CITY:	STATE:	ZIP:
PHONE NUMBER:	EMAIL:		

<b>PROJECT ADDRESS:</b>		
<b>ASSESSOR'S TAX PARCEL NUMBER(S):</b>		
<b>BRIEF DESCRIPTION OF PROJECT:</b>		
<b>TOTAL ACREAGE:</b>	<b>TOTAL SQ. FT OF BLDG:</b>	<b>ZONING:</b>
<b>PROPOSED LAND USE: ( ) SINGLE-FAMILY ( ) MULTI-FAMILY ( ) INDUSTRIAL DUPLEX ( ) COMMERCIAL ( ) M.H. PARK</b>		
<b>EXISTING ACCESS:</b>	<b>PROPOSED ACCESS:</b>	

<b>INDICATE PREFERENCE FOR A MEETING DATE AND TIME:</b>		
(MEETINGS ARE HELD THE 2ND AND 4TH WEDNESDAY OF EACH MONTH)	<b>DATE:</b>	<b>TIME:</b>

A presubmission conference is an opportunity for the developer and/or their representative to meet with staff to discuss preliminary studies or sketches of the proposed project. At the conference, staff will make available, pertinent information relating to the proposed development. The intent is to identify and/or eliminate as many potential problems as possible in order for the project to be processed without delay. The conference should take place prior to detailed work by an engineer or surveyor; however, the site drawing submitted, should have sufficient information to allow for staff review. Discussion topics will include such things as Comprehensive Plan, Street Plan, Storm Run Off & Retention, Shoreline Master Program, Zoning, Availability of Water/Sewer, Development Concepts, other requirements and permits, and the environmental impact. If the applicant owns adjacent land, the possibilities of future development will be discussed. Written information regarding process, specific requirements & related issues, will be furnished at the meeting. Staff will typically visit the site prior to the meeting and may enter the property if deemed necessary to gain a full understanding of the project.