



## **CITY OF PASCO DEVELOPMENT REVIEW APPLICATION**

**PRE-APPLICATION MEETINGS:** City staff will conduct a “pre-application” meeting at the applicant’s discretion. A pre-application meeting allows the applicant to submit project materials to city staff for review prior to formal submittal. The pre-application meeting is intended to provide initial feedback for a project commensurate with the level of details provided, to assist the applicant with submittal of a complete application, and to provide clarification on applicable regulations/standards or provision of city utilities.

**APPLICABILITY:** Residential, commercial, industrial, or public developments including changes of land use.

**REQUIREMENTS:** A site plan and/or diagram of the proposed development is required. Feel free to provide a list of specific questions you would like answered. Please submit as much information regarding the project as possible. Such information may include:

- General location and street names
- Parcel numbers
- Property lines and square footage of property
- Existing structures including dimensions
- Proposed structures including dimensions and exterior elevations
- All uses of the property
- Locations and dimensions of existing and proposed...
  - Driveways
  - Rights-of-way
  - Utilities and easements
  - Curbs, gutters, sidewalks
  - Off-street parking (as applicable)
  - Fencing
  - Fire hydrants
  - Fire department access roads (as applicable)
  - Landscaping

**PROCESS:** Pre-application projects submitted before 4 PM on Wednesdays will be reviewed by the Development Review Team the following Wednesday. Expected review and processing time for project comments is 20 business days. A letter will be provided to the applicant detailing project requirements and considerations with comments from the Planning, Building, Engineering, and Fire Divisions, when applicable.

**CITY OF PASCO  
DEVELOPMENT REVIEW APPLICATION**

Master File # \_\_\_\_\_

Date Submitted: \_\_\_\_\_

<b>Applicant Info</b>	<b>Owner Info</b> (if different than applicant)
Name:	Name:
Address:	Address:
Phone:	Phone:
Email:	Email:

Project type:

- New building     Addition     Subdivision     Other: \_\_\_\_\_

Project Address: \_\_\_\_\_

Project Parcel Number: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Source of domestic water: \_\_\_\_\_

Method of sewage disposal: \_\_\_\_\_

Description of work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated time frame of development: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date