



Need More Information?

Additional information on pre-application meetings, or scheduling a meeting, can be obtained from:

Permit Center
Douglas County Transportation & Land Services
140 19th Street NW
East Wenatchee, WA 98802

Phone (509) 884-7173
Fax (509) 884-3954

Or

Visit us on the Internet at
www.douglascountywa.net
for on-line applications, comprehensive plans, the county code,
and other useful information

*This publication is intended to provide general information only.
It is not a substitute for the requirements of official plans, policies, resolutions and/or codes.*



● Pre-Application Meetings

For most development projects in Douglas County, **pre-application meetings** are the cornerstone of the permit process. These meetings **outline in detail what applicants must do to satisfy development requirements and get their proposal approved.**

Pre-application meetings help assure that applicants know what information they need for the permit process, **before they pay design and application fees** and begin the formal review process.

● **Required Pre-Application Meetings**

All prospective development permit applicants must participate in pre-application meetings.

The Director of Land Services may waive a pre-application meeting when the proposed development is subject to limited administrative review. This is typically the case with smaller-scale projects such as single-family residences, farm buildings, etc.

Refer to the "Permit Process" brochure for additional information on permit classifications and processing.

● **Benefits**

A pre-application meeting provides an opportunity for an applicant, county staff and other agencies to informally discuss and review the proposed development, the application and permit requirements, fees, the review process and schedule, and applicable plans, policies and development standards.

After a pre-application meeting, the Department of Transportation and Land Services will send the applicant a written summary of the meeting, and a list of specific documents, information, legal descriptions or other requirements that must be submitted with the application. This list is in addition to the general requirements for the application.

● **Scheduling A Meeting**

Pre-Application meetings are scheduled by submitting a form provided by the Department, accompanied by supporting preliminary plans.

Complete applications received by noon on a Tuesday will generally be scheduled for a meeting the following week. Meetings are scheduled in the order forms are received. Douglas County does not charge a fee for scheduling these meetings.

Pre-application meetings usually take place at the Department's offices on Wednesday mornings. The length of the meeting is determined by the complexity of the development proposed by the applicant, but they usually last no longer than 45 minutes.

An applicant may request one or more additional pre-application meetings if the proposed development changes based on information received at the previous meeting. The additional meetings follow the same procedures as the initial pre-application meeting.

If a development permit application is not submitted and accepted as complete within 12 months after a pre-application meeting is conducted, an additional meeting may be required prior to application. This is to ensure that an applicant has the most current information that may effect a development proposal.