

16.06.040 Pre-application Conference

- A. Prior to submitting an application for any form of permit, the applicant shall schedule and attend a pre-application conference with City staff to discuss the proposal. The City Council shall set the pre-application conference fee by resolution.
1. The Director may waive the pre-application requirements if, in the Director's opinion, the development does not warrant it.
- B. Pre-application Conference:
1. To schedule a pre-application conference, the applicant shall contact the Director, submit the required materials, and pay the appropriate conference fee.
 2. At a minimum, an applicant shall submit a short narrative describing the proposal and a proposed site plan, drawn to a scale acceptable to the Director, which identifies the proposed land uses, traffic circulation, and public rights-of-way.
 3. The purpose of the pre-application conference is to provide staff from all affected public agencies with a summary of the applicant's development proposal and an opportunity for staff to provide the applicant with information on the likely impacts, limitations, requirements, approval standards, fees and other information that may affect the proposal.
 4. The Director shall provide the applicant with a written summary of the pre-application conference.
 5. Notwithstanding any representations by City staff at a pre-application conference, staff is not authorized to waive any requirements of this Municipal Code, and any omission or failure by staff to recite to an applicant all relevant applicable land use requirements shall not constitute a waiver by the City of any standard or requirement.
- C. A pre-application conference shall be valid for a period of six (6) months from the date it is held. If no application is filed within six (6) months of the conference or meeting, the applicant must schedule and attend another conference, meeting or both before the City will accept a permit application.