



Pre-Development Conference

Guidelines for Major Projects

WHAT IS A PRE-DEVELOPMENT CONFERENCE?

A pre-development conference is a meeting between an applicant and representatives of appropriate City departments and other governmental agencies conducted prior to the submittal of application for a permit. *No approvals are given at the conference.* Its purpose is used to provide advice and inform applicants of procedural and substantive requirements. Potential problems will also be highlighted.

WHY IS THIS ASSISTANCE PROVIDED?

Major projects, those needing a zoning review or using the IBC, require pre-development conferences to ensure completeness and correctness of the submittals for various reviews and permits. Time and money are saved for the client. The feasibility of projects can often be determined before much money is expended for architectural and engineering services.

WHEN AND WHERE ARE THE PRE-DEVELOPMENT CONFERENCES HELD?

Two 45-minute pre-development conferences are held every Thursday in Utilities Building, 112 Anderson Rd. at 1:30 and 2:30. The Community Development Department will notify the client of the conference details at the time site plans are submitted.

The Following City departments and other agencies are represented at the conference:

- **Planning** (Land use and Zoning)
- **Public Works** (streets, sidewalks, sewer, on-site storm water)
- **Traffic Design**
- **Solid Waste Management**
- **Building** (building permits)
- **Fire Prevention**
- **Water**
- **Light and Electrical**

Conference Notes will be compiled for each project and are provided to the client. These records have been classified by the Legal Department as public records.

HOW TO SCHEDULE

Pre-Development Conferences must be scheduled in person at the Permit Center no less than one week prior to the next available agenda spot. At scheduling time, a permit technician will screen the project for minimum submittal requirements. When a complete application and seven (7) site plans are provided, a conference will be scheduled. Cheney's Permit Center can be reached at (509) 498-9237.

WHAT DOES THE PRE-DEVELOPMENT CONFERENCE COST?

Because of the mutual benefits for both the client and the City, there is presently **NO CHARGE** for the first pre-development conference. Additional pre-development conferences for the same parcel(s) and the same applicant(s) will be charged a **flat fee**.

Community Development Department

112 Anderson Road, Cheney, WA 99004 (509) 498-9240 www.cityofcheney.org

Site Plan Preparation

THE SITE PLAN

Review of your project begins with a complete and accurate site plan. It is important that City resources are allocated only to those projects that are ready to review. Therefore, we check that the following set of information is provided on each preliminary site plan.

GENERAL

- Minimum plan size is 11"x 17"
- Contact person's name, address, and phone number
- Estimated valuation
- Construction start date
- Standard engineering scale (e.g., 1"=20')
- North Arrow
- Spokane County Parcel Number(s)
- Legal address, if known
- Property Lines/site boundary dimensions
- Building footprint and area, including number of floors/basement

PLANNING/BUILDING/FIRE

- Use of building (general office, medical office, retail, service station, residential etc.)
- Construction type, if known
- Fire protection equipment, if known (sprinkler systems, standpipes, alarm systems)

- Proposed location and type of landscaping
- Number of residential units per building. Number of bedrooms per unit
- Grade elevations and conceptual drainage plan

INFRASTRUCTURE

- Parking layout with number of stalls, and barrier-free
- On-site circulation showing driveways, loading area
- Proposed On-Site Storm water grass swale areas
- Show street improvements, bike paths, curbs, walks, paving
- Solid waste storage area, and, if cans, compactor or front-load container
- Existing and proposed hydrants
- All utility locations (existing and proposed, water (main size, if known), sewer, telephone, cable, power (overhead and underground), and gas