



# Pre-Funding Submittal Meeting

## Community Development Department

501 N. Anderson, Ellensburg, WA 98926 (509) 962-7239 (Building) (509) 962-7231 (Planning) [permits@ci.ellensburg.wa.us](mailto:permits@ci.ellensburg.wa.us)

The purpose of a Pre-Funding Submittal Meeting is to provide the City with preliminary information regarding the development proposal and application and provide the opportunity for the City and the applicant to go over questions on the funding and/or property contribution application.

In addition, the applicant will be provided preliminary information about Land Use development requirements, Building Code requirements, Public Works & Utilities requirements (i.e. roads, stormwater, sewer, water, gas, electric), environmental issues, procedural requirements, known community concerns, and other relevant matters prior to the filing of a formal request for funding, as applicable.

Pre-Funding Submittal Meetings provide preliminary information only and are not intended to result in final actions or commitments by either the City or the applicant.

There is no charge for the Pre-Funding Submittal Meeting, however, this form is required prior to submitting an application for affordable housing funds or city-owned property contribution for affordable housing.

PROJECT LOCATION:	
Site Address:	
Business Name:	
Parcel Number:	

*APPLICANT:			
Name:		Day Phone:	
Mailing Address:			
E-mail:		Cell Phone:	

## Pre-Funding Meeting Submittal Checklist

Please provide one copy of the following applicable information either electronically or paper

### 1. Conceptual Site Plan and Lot Configuration

Please provide as many of the following components as applicable on the site plan:

- North arrow
- Scale (standard Engineering scale)
- Date drawn
- Existing parcels assembled
- Vicinity map
- Existing and/or proposed sewer and water lines
- Existing and/or proposed underground and overhead utilities
- Existing and/or proposed lot layout
- Existing and/or proposed lot sizes
- Proposed connection to existing road system

- General dimensions of lots, rights-of-way, easements, existing structures
- Existing elevation contours at intervals not greater than five feet (*Not required where site relief is less than five feet*)
- Indicate Critical Areas (i.e. streams, floodplains, wetlands, steep slopes, etc.)
- Flood Hazard Areas
- Any existing building locations and buildings proposed for demolition
- Proposed new internal roads with proposed road widths
- Conceptual drainage proposal showing collection, detention and discharge
- Proposed and/or existing parking
- Proposed and/or existing Landscaping

## **2. Site Description (not required for city surplus properties)**

A brief, written description of the site describing parcel conditions (*soils, drainage, topography, wetlands, streams, vegetation, surrounding land use, traffic patterns, if in the Historic District, nearest schools, bus stops, walkways and any other unique characteristics of the site*).

## **3. Project Questions (optional)**

Please include what you see as key issues or specify questions that you have about the proposed project that you would like reviewers to respond to at the Pre-Funding Submittal process.