



PRE-APPLICATION CONFERENCE REQUEST

Liberty Lake Planning, Engineering & Building Services
 22710 E Country Vista Drive, Liberty Lake, WA 99019
 Phone: (509) 755-6704 Fax: (509) 755-6713
 Website: www.libertylakewa.gov
 Email: permitcenter@libertylakewa.gov

Plat	Short Plat	Binding Site Plan
Commercial Permit	Variance	Change of Conditions
Conditional Use Permit	Other:	

Along with this application, please provide electronic files of the following:

- Preliminary site plan & existing site analysis map
- Preliminary floor plans
- Preliminary elevations with materials and colors, & color perspective rendering of the front elevation

PRE-APPLICATION CONFERENCES ARE USUALLY SCHEDULED TO BE HELD WITHIN THREE WEEKS OF RECEIVING THIS REQUEST - YOU WILL BE CONTACTED TO SCHEDULE THE MEETING DATE & TIME.

INDICATE THE APPLICANT WITH A CHECK MARK

Property Owner's Name:	
Email:	Phone:
Address:	City, State, Zip:
Contractor's Business & Owner's Name:	
Email:	Phone:
Address:	City, State, Zip:
WA State Contractor License:	Contractor UBI Number:
Architect's Name:	
Email:	Phone:
Address:	City, State, Zip:
Engineer's Name:	
Email:	Phone:
Address:	City, State, Zip:
Project Contact's Name:	
Email:	Phone:
Project Information	
Project:	
Project Address:	Assessor's Tax Parcel:
Parcel Size(s):	Proposed Lot Coverage:
Estimated Value of Project:	Estimated Sq. Ft.:
Project Description: (please describe in detail the scope of work)	
Proposed / Anticipated Type of Occupancy:	

Site Specific Information

Physical Description of Site: (Topography, Features, Etc.)

Zoning Designation:

Land Use Designation:

School District:

Fire District:

Sewer Purveyor:

Water Purveyor:

Proposed Access:

Environmental or Cultural Resources: **Yes** **No**
If yes, which type?

Within designated Shoreline Area: **Yes** **No**
If yes, please explain:

Additional Comments:

Required Signatures

BY SIGNING BELOW (WITH ELECTRONIC SIGNATURE OR PHYSICAL SIGNATURE), I ACKNOWLEDGE THAT I HAVE READ AND ACCEPTED THE REQUIREMENTS LISTED ABOVE. I FURTHER ACKNOWLEDGE THAT AS THE APPLICANT/PERMITEE, I AM THE PROPERTY OWNER OR HAVE FULL PERMISSION AND AUTHORITY TO REPRESENT THE PROPERTY OWNER, IN THIS APPLICATION. I GIVE PERMISSION FOR USE OF MY ELECTRONIC SIGNATURE ON THE PERMIT AND I ACKNOWLEDGE, UNDERSTAND AND AGREE TO THE TERMS DESCRIBED ON THIS APPLICATION.

Applicant's Signature

Printed Name

Date