



City of Yelm

PRE-SUBMISSION REQUEST

A presubmission conference is an opportunity for project proponents to meet with City staff prior to making a development application to the City. The intent is to identify and eliminate as many potential issues as possible in order for the project to be processed without delay. The conference should take place prior to detailed work by an engineer or surveyor, however a site drawing must be submitted that has sufficient information to allow a meaningful review. Staff notes are prepared and available for review. There is **no charge** for this meeting. Meetings are held every Wednesday starting at 1:00 PM. The request must be submitted no later than 5:00 PM least one week before the preferred meeting date.

Requested Date & Time:

Applicant:

Owner:

Address:

Address:

Telephone:

Telephone:

Email:

Email:

Representative:

Mailing Address:

Telephone:

Email:

General location of the project:

Assessor's Tax Parcel Number:

Description of Project:

Attach a site plan no larger than 11" X 17" showing the proposed development.