

## Request for Regulatory Review

### PRE-APPLICATION MEETINGS

Permit #	<i>Staff use</i>
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A regulatory review request may be requested by a potential applicant to gain knowledge about regulations applicable to a development proposal and processes involved with review of a development proposal. **Note:** This request is required prior to all neighborhood meetings, and commercial development projects. Fee is \$352.00

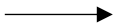
Date of request:		Name of requestor:	
Mailing address:			
Telephone:		Email:	
Property of interest (address and/or parcel no.):			

Things to consider when submitting a request for a Regulatory Review Request:

- Initially a written correspondence will be provided within 2-6 weeks depending on the current workload. A follow up meeting with a Planner can be scheduled if needed.
- Any number of written questions can be asked regarding the requirements and review process for development. If we don't know the answers, we may be able to share resources with you to aid your search for those answers.
- For properties that include critical areas, staff can only give general guidance unless a study is produced prior to the meeting which shows proposed delineation of those critical areas.
- If you don't have the minimum requirements, as specified on the intake checklist, you'll have to come back once the permit package is complete.

What we cannot provide for the Regulatory Review Request

- Vesting. The Municipal Code is regularly updated. A request for a Regulatory Review Request does not guarantee that a proposal would be reviewed with the code available at the time of the meeting.
- Confirmation that a proposal might be approved. Staff typically focuses on helping potential applicants understand what kinds of studies, surveys, site plans, or reports are necessary for a complete application. Official review of these types of documents is not part of this process.



**A regulatory profile includes an overview of the zoning regulations, critical areas regulations and other associated land use and permit processing information. Below are some example of the topics that can be covered:**

Building restrictions

Lot area coverage

Impervious surfaces

Setback requirements

Subdivision/Short Plat requirements

Accessory structure information

Permitted uses of property

Project Description:

**Please include (2) copies of the following with your request for a regulatory review application:**

- ❖ Proposed site plan or sketch depicting the proposed project
- ❖ Any technical reports/studies done for the site/project
- ❖ Written list of specific questions for staff

### Questions?

For more information, please contact the Planning Department  
[aplanner@cityofflp.com](mailto:aplanner@cityofflp.com)  
206-957-2837

### Access to Information

Electronic versions of all forms, permits, applications, and codes

are available on the Lake Forest Park website:

<http://www.cityofflp.com/>

Paper copies of all of the above are available at City Hall:  
17425 Ballinger Way Northeast, Lake forest Park, WA 98155