

# Neighborhood Meetings

## PRE-APPLICATION MEETINGS



17425 Ballinger Way NE  
Lake Forest Park, WA 98155  
206-368-5440

The applicant for a subdivision, short subdivision creating two or more lots, Conditional Use request for Conservation Cluster Housing approval, or a Type III Commercial Site Development permit must conduct a neighborhood meeting to discuss the proposed development prior to submission of an application to the city.

### PURPOSE

The purpose of the neighborhood meeting is to receive input and suggestions from neighbors prior to submission of the application and give the applicant the opportunity to mitigate impacts the proposal may have on the surrounding neighborhood.

**Note: A pre-application meeting is required prior to the neighborhood meeting**

### PROCEDURE

1. At least 10 days prior to the neighborhood meeting, the applicant shall give notice of the date, time, and location of the meeting to the planning director and to the following by mailing notice to:
  - a) Owners of real property within 500 feet of the project site
  - b) If the project site is located on a dead-end street, to all owners of real property on the dead end street.
2. The notice shall be on a form provided by the planning director and shall:
  - a) Briefly describe the proposal
  - b) Provide its location
  - c) Include a vicinity map
  - d) Provide name, address, and phone number of applicant or representative
  - e) Be postmarked 10-14 days prior to the meeting date.
3. The neighborhood meeting shall be held within the city limits of Lake Forest Park between the hours of 5:30 pm and 9:30 pm on weekdays, or any time between the hours of 9:00 am and 9:00 pm on weekends.
4. The neighborhood meeting agenda shall cover the following items:
  - a) Introduction of neighborhood meeting organizer (i.e., developer, property owner, etc.)
  - b) Description of proposed project
  - c) Listing of permits that are anticipated for the project
  - d) Description of how comments made at the neighborhood meeting are used
  - e) Provide meeting attendees with the city's contact information
  - f) Provide a sign-up sheet for attendees.
5. The applicant shall provide to the city a written summary or checklist of the neighborhood meeting. The summary shall include the following:
  - a) A copy of the mailed notice of the neighborhood meeting with a mailing list of homeowners who were notified
  - b) A list of persons and their addresses who attended the meeting
  - c) A summary of concerns, issues, and problems expressed during the meeting
  - d) A summary of concerns, issues, and problems the applicant is unwilling or unable to address and why
  - e) A summary of proposed modifications, or site plan revisions, addressing concerns expressed at the meeting
  - f) The city will mail the summary of the neighborhood meeting to all persons who attended the neighborhood meeting, signed in and provided a legible address.

### 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

**DISCLAIMER:** The information included herein is meant to provide general information and guidance into neighborhood meeting requirements and is not intended to be all inclusive. These requirements can and do sometimes change after action by the City Council. Interested parties should always verify current requirements with the City Planning Department.