



Staff Consultation

Description

Staff Consultations are a high-level overview of a project (usually completed prior to applying for a permit) that help **reduce unforeseen issues** that may hinder the permit process down the line. This meeting allows staff an opportunity to **answer questions** the applicant may have about the permitting process, as well as **discuss the details** of the project, note any **potential issues**, and identify application submittal requirements.

Projects that could require or benefit from a staff consultation include the following:

- Single Family Dwellings exceeding 3,600 square feet
- Property size less than 1 acre
- Multiple Occupancies
- Parcels that have environmental constraints
- Cottage Housing
- Unique Construction Methods
- Recreational Marijuana, Wireless Communications Facilities, Commercial, or other complex reviews
- As determined by the Building Official, Deputy Director, senior staff, or upon request of the applicant

Submittal Requirements

- Staff Consultation Application.
- Site Plan with approximate square footage of all structures, proposed and existing.
- Narrative, describing your proposal, the use and location of existing and proposed structures, timeline for construction, and current use of the property.

Applicant(s) _____ Daytime Telephone _____

Mailing Address _____ Email _____

Project Address _____

Parcel # _____ Acres _____ Total Square Footage of Structures _____ ft²



Staff Consultation

Narrative:

Show: Property lines, road location, driveway, proposed and existing structures, well location, and septic system.



Indicate North Arrow in Circle