

## **What is a preapplication conference?**

A preapplication conference is a one-time service that allows you to get early feedback and direction from city staff on your development concept. It is structured to help you develop a complete formal application and a project design that is consistent with the City of Bellevue's codes and policies. The conference occurs at the schematic design phase, before a formal application is submitted for the proposed project.

The preapplication conference is a free service for future applicants and is required only for certain projects.

## **What kinds of projects require a preapplication conference?**

A conference is required for projects that need one or more of the following approvals:

- Conditional Use Permit
- Shoreline Conditional Use Permit
- Design Review
- Master Development Plans
- Planned Unit Development
- Preliminary Plat (subdivision)

## **Who attends the conference?**

Depending on the nature of your proposal, representatives of the following city review groups will attend: Building, Clearing & Grading, Land Use & Environmental, Transportation, Utilities, and Fire.

Of course, you and/or your consultant team also attend. The team typically includes an architect, engineer, landscape architect, transportation engineer, and/or other specialists involved in your proposal.

## **What are the benefits of the conference?**

- It helps you identify regulatory opportunities and constraints before you commit a significant amount of time and resources toward a specific course of action.
- It lets you know early in the process what permits and approvals are required, avoiding unnecessary delays later.
- You can find out typical application review and permitting schedules, which will help you develop realistic financing and construction schedules.
- It helps you identify the criteria by which your project will be reviewed, enabling you to present your proposal accurately in a formal application.
- It identifies other projects or potential code and policy changes that can affect your proposal.

## **What will the conference cover?**

The following information will be reviewed:

- Required permits and approvals
- Typical project review timelines
- Relevant policies and design criteria
- An overview of applicable regulations
- Fatal flaws—e.g., obvious conflicts with codes, policies, or city plans
- Recently adopted or anticipated changes to codes and policies
- Known site constraints
- Known impact fees and connection charges
- Known plans that may affect the project, such as road widening and trail construction
- Utility districts, if your project is outside the city's service boundaries
- Steps for permit review by the city team

### **What are the limitations of the conference?**

The depth of feedback from the city relates to the level of detail provided for discussion. Due to the early timing of the conference and the preliminary nature of your design, many relevant project details will not be known and cannot be anticipated at the time of the conference.

Accordingly, the conference cannot provide:

- A detailed plan review. This will occur once a complete formal application is filed.
- Final approval of a proposal.
- Training in city codes; you are responsible for obtaining code information from city documents and Permit Center staff and for employing specialists and consultants to act on your behalf.

### **How will the feedback be documented?**

City comments will be documented in a letter format and mailed to you, usually within 3 weeks after the conference.

### **How do I schedule a conference?**

Call the Land Use information line (425-452-4188) or come in to the Development Services Center in City Hall to speak with a land use representative.

Conferences are usually scheduled two to three weeks after the request is submitted.

### **When and where is the conference held?**

The conferences are held on Wednesday and Thursday afternoons in City Hall, 450 110th Ave. NE.

### **What materials do I provide, and when?**

At least 14 calendar days before the preapplication conference you must submit to Permit Processing a completed application and all required submittal materials. Development Services is located on the 1st floor of City Hall, 450 110th Ave. NE.

The required materials vary, depending on the nature of the proposal. For some projects we require you to provide fairly detailed information, such as a Critical Areas Report, in order to best serve you at the conference. You can get an application packet from Permit Processing or on-line at [www.bellevuewa.gov](http://www.bellevuewa.gov).

### **Where can I get additional information?**

Visit the Development Services Land Use Information Desk 1st floor, City Hall; or call 425-452-4188.

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This document is intended to provide guidance in applying certain Land Use Code regulations and is for informational use only. It cannot be used as a substitute for the Land Use Code or for other city codes, such as the Construction Codes. Additional information is available from Development Services at Bellevue City Hall or on the city website at [www.bellevuewa.gov](http://www.bellevuewa.gov).

For land use regulations that may apply to your project, contact the Land Use Information Desk in Development Services. Phone: 425-452-4188. E-mail: [landusereview@bellevuewa.gov](mailto:landusereview@bellevuewa.gov). Assistance for the hearing impaired: dial 711.

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