

# PRESUBMISSION CONFERENCE

## What Is A Presubmission Conference?

A Presubmission Conference is a meeting scheduled with an applicant and a representative from various Thurston County sections, including Environmental Health, Development Review/Roads, Planning and Environmental, Building, and others as appropriate to discuss preliminary studies or sketches, feasibility and process. The purpose of the conference is to eliminate as many potential problems as possible and to assure a complete application is submitted in the future.

## When Is A Presubmission Conference Required?

A Presubmission Conference is required for all Divisions of Land, all new commercial and industrial uses or when there is a change of use, Hearing Examiner approved Special Use Permits, Site Plan Review and Village Center proposals within the Lacey Urban Growth Area, and Master Plan Development, Planned Residential Developments and Village Center proposals within the Olympia Urban Growth Area. Presubmission Conferences are optional, but recommended, for most other development application processes.

## How Do I Apply?

A request for a Presubmission Conference with the applicable fee must be submitted to the Building Development Center.

## What Happens After The Request Is Submitted?

Confirmation of the conference date and time will be mailed. The conferences are typically held every Thursday in Building One of the Courthouse Complex. Upon receiving confirmation, the applicant should carefully check the start time and allotted time for the conference. It is very important that the conference ends when it is scheduled to

end. Another conference may be scheduled immediately following.

## I Still Have Questions...

The information provided in this bulletin is meant as an overview. For more details, contact a staff member at the Building Development Center. Contact information is listed below.

**NOTE:** While Thurston County strives to be as complete as possible, the information presented by staff at the Presubmission Conference is based solely on the general information submitted by the applicant. As such, an applicant should not rely on any disclosure or statement provided by County staff at the Presubmission Conference because the information is intended only to be preliminary to a formal review. Subsequent site visits, a detailed review or code amendments may cause alteration of any or all of the information presented at the Presubmission Conference.

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