



City of Bremerton
Department of Community Development
345 - 6th Street, Suite 100 (Mailing Address)
Bremerton, WA 98337-1873

Phone: (360) 473-5275 Fax: (360) 473-5278

PRE-SUBMITTAL CONFERENCE APPLICATION

When: Wednesday mornings by appointment only.

PLEASE NOTE: Pre-application conferences are limited to 30 minutes in duration. Plans **MUST** be received at least one week prior to scheduled meeting.

Purpose: To discuss general regulatory issues which will be present in the project.
To clarify format and specifications of submittals.

Where: Zoom meeting will be scheduled with
City of Bremerton Department of Community Development.

How to Participate: Request an appointment (complete form attached).

Please submit the following information in PDF format through the City of Bremerton Permit Portal:

- ___ Sets of Plans including the following:
- ___ Vicinity Map
- ___ Site Plan (To Scale)
- ___ Floor Plan
- ___ Current use of the site
- ___ Proposed use of the site
- ___ Proposed or actual parcel and structure sizes
- ___ Adjacent land uses and transportation routes
- ___ Scope of work
- ___ Specific questions which you would like answered

What you get: General comments regarding regulatory needs
Specific comments regarding submittal requirements

YOU WILL BE NOTIFIED OF YOUR CONFERENCE DATE AND TIME AT THE TIME THE APPLICATION IS PROCESSED

PRE-SUBMITTAL CONFERENCE REQUEST

Applicant _____	Representative <i>(if applicable)</i> _____
Contact _____	Contact _____
Mailing Address _____	Mailing Address _____
City, State, Zip _____	City, State, Zip _____
Email Address _____	Email Address _____
Phone Number (with Area Code) _____	Phone Number (with Area Code) _____

Project Name: _____

Proposed Use: _____

Tax Parcel Number(s):

Address/Location of property:

City official(s) you have worked with on this proposal if any:

Names and Emails for all meeting Attendees:

- _____
- _____
- _____