



**SWINOMISH INDIAN  
TRIBAL COMMUNITY**

**OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT**  
11367 Moorage Way, La Conner, Washington 98257-0817  
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## Information Sheet

### What is the purpose of a Pre-Application Meeting?

- To acquaint the potential applicant with the requirements of the Tribal Codes, adopted Tribal plans and other relevant criteria and procedures.
- Provide a potential applicant with an early opportunity to identify potential major issues and discuss the Tribe's review processes to help expedite permit processing and approvals.
- To acquaint Tribal staff with a potential applicant and application.

### How do I schedule a Pre-Application Meeting?

Pre-Application Meetings require a lead time of at least 2 weeks before the meeting will be held. To schedule a meeting fill out the Pre-Application Meeting Request form and submit it along with the appropriate documents (refer to the Pre-Application Meeting Submittal Checklist) to [permits@swinomish.nsn.us](mailto:permits@swinomish.nsn.us). You will then be contacted by a Permit Technician with the date and time for the meeting. Please note that paper submittals (i.e. hard copies) are no longer accepted.

### What information will I receive in response to my request?

Shortly after the Pre-Application Meeting, Staff will email a written summary. This summary will be based upon the information that was presented to Staff (i.e. what is submitted along with the Request form) and will identify applicable development regulations, policies, and engineering design standards, key issues, and requirements for special studies and other information. If new or additional information is provided at the meeting, Staff will provide the appropriate responses in the written summary, please keep in mind this may delay emailing of the summary.

### What does a Pre-Application Meeting not do?

- Vest an applicant under the existing rules and regulations adopted by the Tribe in effect at the time of the pre-application conference meeting.
- Provide an exhaustive review of all potential issues.
- Bind or preclude the Tribe from enforcing all applicable regulations or from applying regulations in a manner differently than may have been indicated in the Pre-Application Meeting.
- Constitute an approval in any manner of a proposal. The Pre-Application Meeting is intended to be informational only.

### When is a Pre-Application Meeting required?

Pre-Application Meetings are *recommended* for most proposals, and are *strongly encouraged* for projects such as lot line adjustments, development within the shoreline and sensitive Aresa, and other site improvement proposals. **Pre-Application Meetings are required for the following:**

- Multifamily Housing Development.
- Swinomish Tribal sponsored projects.
- Any Commercial or non-residential development.
- Short Plat and Long Plat subdivisions.

### How much does a Pre-Application Meeting request cost?

The cost of a Pre-Application Meeting can be found on the Tribe's current Fee Schedule which is available on the Tribe's website at [swinomish.nsn.gov](http://swinomish.nsn.gov) or by contacting the Permitting Department. If the project moves forward with permitting within 1 year of the meeting date, those fees are applied to the permitting fees.



## Pre-Application Meeting Request Form

Project Name:

Parcel Number(s):

<b>APPLICANT</b> <input type="checkbox"/> <i>Check Box if Primary Contact</i>	<b>OWNER</b> <input type="checkbox"/> <i>Check Box if Primary Contact</i>
Name: <input style="width: 90%;" type="text"/>	Name: <input style="width: 90%;" type="text"/>
Title: <input style="width: 90%;" type="text"/>	Title: <input style="width: 90%;" type="text"/>
Company: <input style="width: 90%;" type="text"/>	Company: <input style="width: 90%;" type="text"/>
Email: <input style="width: 90%;" type="text"/>	Email: <input style="width: 90%;" type="text"/>
Address: <input style="width: 90%;" type="text"/>	Address: <input style="width: 90%;" type="text"/>
City: <input style="width: 60%;" type="text"/> State: <input style="width: 15%;" type="text"/> Zip: <input style="width: 25%;" type="text"/>	City: <input style="width: 60%;" type="text"/> State: <input style="width: 15%;" type="text"/> Zip: <input style="width: 25%;" type="text"/>
Phone: <input style="width: 90%;" type="text"/>	Phone: <input style="width: 90%;" type="text"/>
<b>Signature:</b> <input style="width: 90%;" type="text"/>	<b>Signature:</b> <input style="width: 90%;" type="text"/>
<i>(Signature Required)</i>	<i>(Signature Required)</i>

<b>AGENT</b> <input type="checkbox"/> <i>Check Box if Primary Contact</i>	<b>ARCHITECT / ENGINEER</b> <input type="checkbox"/> <i>Check Box if Primary Contact</i>
Name: <input style="width: 90%;" type="text"/>	Name: <input style="width: 90%;" type="text"/>
Title: <input style="width: 90%;" type="text"/>	Title: <input style="width: 90%;" type="text"/>
Company: <input style="width: 90%;" type="text"/>	Company: <input style="width: 90%;" type="text"/>
Email: <input style="width: 90%;" type="text"/>	Email: <input style="width: 90%;" type="text"/>
Address: <input style="width: 90%;" type="text"/>	Address: <input style="width: 90%;" type="text"/>
City: <input style="width: 60%;" type="text"/> State: <input style="width: 15%;" type="text"/> Zip: <input style="width: 25%;" type="text"/>	City: <input style="width: 60%;" type="text"/> State: <input style="width: 15%;" type="text"/> Zip: <input style="width: 25%;" type="text"/>
Phone: <input style="width: 90%;" type="text"/>	Phone: <input style="width: 90%;" type="text"/>
<b>Signature:</b> <input style="width: 90%;" type="text"/>	<b>Signature:</b> <input style="width: 90%;" type="text"/>
<i>(Signature Required)</i>	<i>(Signature Required)</i>

Proposed Land Use:

Brief Description of the Proposal:	
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**Specific questions and issues you wish to have discussed at the meeting.** *(Attached separate sheet if necessary)*

1.	<input style="width: 970px;" type="text"/>
2.	<input style="width: 970px;" type="text"/>
3.	<input style="width: 970px;" type="text"/>
4.	<input style="width: 970px;" type="text"/>
5.	<input style="width: 970px;" type="text"/>
6.	<input style="width: 970px;" type="text"/>
7.	<input style="width: 970px;" type="text"/>
8.	<input style="width: 970px;" type="text"/>
9.	<input style="width: 970px;" type="text"/>

**Please note the names of any Tribal Staff you have had contact with regarding this proposal.**




## Submittal Checklist

<input type="checkbox"/>	<b>DIGITAL COPIES OF WRITTEN MATERIALS AND PLANS &amp; GRAPHICS.</b> Provide electronic files of all submitted written materials and plans and graphics for use by the Swinomish Indian Tribal Community during the review process. All documents shall be submitted in <i>unsecured</i> PDF format. Documents totaling less than 10 MBs may be attached to the email submittal to <a href="mailto:permits@swinomish.nsn.us">permits@swinomish.nsn.us</a> . If total file size is more than 10 MBs then email <i>only</i> the application form to <a href="mailto:permits@swinomish.nsn.us">permits@swinomish.nsn.us</a> , you will then be contacted with a link to upload all of the documents to Dropbox.	
<input type="checkbox"/>	<b>APPLICATION FORM.</b> Provide a completed Pre-Application Meeting Request form.	
<input type="checkbox"/>	<b>NARRATIVE.</b> Provide a detailed description of the proposed project or proposal including, but not limited to: changes to the site, structure, landscaping, parking, and proposed use.	
<input type="checkbox"/>	<b>PROPOSED CONCEPTUAL SITE PLAN.</b> Applicants should provide as much information and detail as possible. Below is a list of recommended items to be shown on the Proposed Conceptual Site Plan.	
	<input type="checkbox"/>	Boundaries and dimensions of the property
	<input type="checkbox"/>	Adjacent private and public streets and access points into the site
	<input type="checkbox"/>	Existing easements
	<input type="checkbox"/>	Location of all buildings, including setbacks
	<input type="checkbox"/>	Location and layout of off-street parking
	<input type="checkbox"/>	Height of structures
	<input type="checkbox"/>	Location of water and sewage facilities(e)
	<input type="checkbox"/>	Location of storm water quality/detention and LID facilities
	<input type="checkbox"/>	Location of critical areas (e.g. wetlands, steep slopes, etc.), significant trees, and septic facilities
<input type="checkbox"/>	<b>PROPOSED ARCHITECTURAL ELEVATIONS (if applicable and available).</b> Building height, direction each elevation will face, material elements (if known) and other features.	
<input type="checkbox"/>	<b>PROPOSED ACCESS POINTS.</b> How many access points to the public street(s) does the site have now and how many are proposed. Existing: _____ Proposed: _____	
<input type="checkbox"/>	<b>NON SINGLE-FAMILY RESIDENTIAL PROPOSALS.</b> Please provide the following information.	
	The proposed type of construction.	
	The proposed size of the largest building.	
	The proposed occupancy and use of the structures.	
	Will there be any manufacturing processes ?	
	Will you will be utilizing fire sprinkler systems?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure, but possible
	Does the building currently have a fire sprinkler system?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure, but possible
	Will you will be storing or using hazardous material?	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> Not sure, but possible
	*If yes, what type of material(s) will be stored?	
	Will you be storing high-piled combustible materials per the International Fire Code (IFC)?	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> Not sure, but possible
	*If yes, please answer the following questions.	
	Type of material to be stored.	
	Gross building area (sq. ft.).	
	Designated storage area (sq. ft.).	
	Will the storage area be accessible to the public?	