



## Community Development Department

Director: Lauren Prentice

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Submit to: [planning@co.walla-walla.wa.us](mailto:planning@co.walla-walla.wa.us)

[https://www.co.walla-walla.wa.us/government/community\\_development/index.php](https://www.co.walla-walla.wa.us/government/community_development/index.php)

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## TECHNICAL REVIEW COMMITTEE VIRTUAL MEETING REQUEST

In order to better serve project applicants, the Walla Walla County Technical Review Committee reserves time to meet on Wednesday mornings via Webex Virtual Meeting Platform with citizens interested in determining the feasibility of a future project with respect to any County development regulations (Building, Fire, Planning/Zoning, Sanitation, Access, Addressing, etc.) or who are preparing to submit permit/project applications.

### Types of Meetings:

Roundtable Meeting (30min) – We encourage proponents to meet with us as early in the project planning process as possible. We understand that sometimes you may be interested in general information about a potential site or future project but aren't ready yet to begin preparing applications. Maybe you haven't even purchased the property yet. Sometimes it is easier to meet with Building, Planning, Public Works, and Environmental Health at the same time in an informal roundtable meeting. This allows you to ask all your questions at once, rather than having to make several separate phone calls. A site plan is not required for a roundtable meeting, although it is helpful. Staff will not provide a detailed written summary of the meeting.

Preapplication Meeting (45min) – All Applicants for [Type 2, Type 3, or Type 4 land use projects](#) must participate in a Preapplication Meeting pursuant to [WWCC 14.07.020](#). The purpose of the preapplication meeting is to provide an opportunity for the Applicant and County Staff to discuss the proposed project's feasibility, application requirements, fees, review process, applicable development standards and regulations. Within 30 days of the preapplication meeting, the Applicant should receive from Staff a written summary of the meeting and a list of applications required. This request form, a site plan, and a \$295 application fee payment is required to schedule a pre-application meeting. If the related project application is submitted to Community Development within a year, the preapplication meeting fee will be credited to the cost of the project application fee.

### Applicant Information

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Primary Contact For Scheduling Meeting (if different than applicant)

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Property Owner(s) Information (if different than applicant)

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

<b>Project Summary</b>	
Project Name	
Site Address	
Assessor's Parcel number(s)	
Detailed Description of Proposal	
Any Specific Questions or Concerns	
<b>Request Details</b>	
Type of meeting requested: <input type="checkbox"/> Roundtable <input type="checkbox"/> Preapplication (Requires Preliminary Site Plan & \$295 fee payment) <b>REQUIRED FOR ALL TYPE 2,3 &amp; 4 PROJECTS</b> Preferred date(s) (Wednesdays only): _____ Preferred Times: <input type="checkbox"/> 8:15 am <input type="checkbox"/> 9:15 am Expected number of attendees: _____	

**IMPORTANT NOTICE:** Meetings are not held in person. Instead, they are held using Webex software. Please note that the Webex service allows audio and other information sent during the session to be recorded. By joining these Webex meetings, you automatically consent to such recordings. If you do not consent to being recorded, discuss your concerns with Staff before scheduling a meeting. **Webex software can be accessed via web browser & DOES NOT have to be downloaded/installed to participate in the meeting.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit this Request Form & All Supporting Documents to [planning@co.walla-walla.wa.us](mailto:planning@co.walla-walla.wa.us)

TECHNICAL ADVISORY COMMITTEE MEETING APPLICATION

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