



Development Services Department
55 E. Moore Street
Walla Walla, WA 99362
(509) 524-4710
permits@wallawallawa.gov

Development Pre-Application Meeting or Feasibility Review Opportunity

Welcome to the pre-application review and your interest in development in our City!

In order to better serve you we would like to extend you the opportunity to schedule a Pre- Application Meeting with the City departments responsible for development review. Our objective is to get to know your goals and business needs to better assist you in preparing your project for application, to identify potential problems, and to help you understand the City's standards and requirements.

Pre-application meetings are required for subdivision, short plat, and binding site plan projects.

Please be aware that the pre-application meetings are informal and not meant to be a detailed review but an informational opportunity.

Pre-application meetings are held every Wednesday from 2:00-3:30 p.m. (45 minutes per meeting). This time has been pre-scheduled to insure each City department's availability to attend.

For this process to be effective, **we ask that you submit the attached application by e-mail along with. at a minimum, a site plan to scale (can be hand drawn) at least one (1) week prior to the desired meeting date. The site plan attachment shall be in PDF format.**

Scheduling a minimum of a week in advance of your meeting date allows our staff the time to give your project the proper attention needed to better insure an informative meeting. Submit the application and site plan to permits@wallawallawa.gov

Thank you - Elizabeth Chamberlain, Development Services Director

Helpful Links:

City of Walla Walla Website: www.wallawallawa.gov

City of Walla Walla Municipal code: <http://www.codepublishing.com/WA/wallawalla.html>

Public Works Construction Standards: <http://www.wallawallawa.gov/depts/publicworks/engineering>

Application forms: <http://www.wallawallawa.gov/depts/devservices/forms-ds>



Contact Information:

Name: _____

Address: _____

Phone # _____ Cell# _____

Contact(s) e-mail address _____

Project Information:

Description of Project: _____

Type of Application(s) Anticipated:

Annexation: _____ Preliminary Plat: _____ Short Plat: _____

Conditional Use: _____ Rezone: _____ New Commercial: _____

Site Address: _____

Parcel Number: _____

List any specific concerns or questions you might have: _____

Please include all available plans for review. A site plan is the minimum required but other information such as elevations, vicinity map, or floor plan can be included (please attach to e-mail in PDF format).

Requested meeting date (Wednesdays only): _____

Time (2:00 p.m. or 2:45 p.m.): _____