



# Pre-Application/Waiver Application

City of Battle Ground  
 Community Development Planning Division  
 109 SW 1<sup>st</sup> Street, Suite 127  
 Battle Ground, WA 98604  
 Phone: (360) 342-5047 | Fax: (360) 342-5049  
[www.cityofbg.org](http://www.cityofbg.org)

Department Use Only	
Date Received:	Receipt #:
Project File #:	Fee:

Pre-Application		Pre-Application Waiver Request	
<b>TYPE OF WORK</b>			
Single-Family	Commercial	Multi-Family	Industrial
<b>PROJECT SITE LOCATION</b>			
Project address:			
Parcel Number:			
Zoning District:			
Number of Lots:			
<b>PROJECT NAME AND DESCRIPTION</b>			
<b>PROPERTY OWNER</b>		<b>APPLICANT/CONTACT</b>	
Name:		Company Name:	Contact Name:
Address:		Address:	
City, State, Zip:		City, State, Zip:	
Phone:	Email:	Phone:	Email:
<b>REQUIRED SIGNATURES</b>			
<i>I certify, under penalty of perjury, under the laws of the State of Washington, that the foregoing is true and correct. (RCW 9A.72.085). I/we agree that City of Battle Ground staff may enter upon the subject property at any reasonable time to consider the merits of the application, to take photographs and to post public notices.</i>			
Owner's Signature:			Date:
Applicant's Signature:			Date:

<b>PRE-APPLICATION SUBMITTAL REQUIREMENTS</b>	
	<b>Filing Fee</b>
	One (1) electronic file with all application items
<b>Submit five (4) copies of the following items:</b>	
	<b>Completed and signed application</b> <i>If someone other than the owner is signing the application, an authority to act letter from the legal owner is required</i>
	<b>Narrative</b> Indicate description of uses and types of structures proposed. Hours of operations. Estimated vehicular traffic to and from the site. List specific questions and/or issues you wish to have answered at the Pre-Application conference.
	<b>Preliminary Plat and/or Site Plan</b> Show size and location of all existing and proposed parcel lines, buildings, rights-of-ways, easements, wells, watercourses, railroad lines, and any other important features relevant to the parcel(s).
	<b>Preliminary Engineering Information</b> Show approximate location of existing fire hydrants within 100' radius of site, proposed method of providing stormwater drainage on site, erosion control measures and proposed grading activity for the site, indicating areas of proposed cuts and fills.
	<b>Preliminary Architectural Information</b> Indicate gross square footage, proposed and potential uses and occupancy group, number of floors, building height and construction type. Conceptual elevation drawing, dimensions and area of the project.