



Preapplication Conference for Conditional Use Permits

Submittal Requirements

A preapplication conference is required prior to applying for a Conditional Use (LB) permit, Shoreline Management Conditional Use (WA) permit and certain non-exempt Wireless Communication Facility (WCF) proposals. A WCF project that does not meet the criteria for review as an Administrative Conditional Use permit (ACU) must be reviewed under a full Conditional Use permit pursuant to Land Use Code (LUC) [20.20.195.C.1](#).

During the preapplication conference, City of Bellevue staff will guide you through the development process and help you understand the code standards, guidelines and policies that will apply to your proposal. The city has emphasized the importance of achieving a fast, efficient and predictable process without compromising quality.

Contact the Land Use division at 425-452-4188 to schedule a preapplication conference.

Required Information

The following items must be submitted at least three weeks before the preapplication conference date so that staff can become familiar with the proposal and provide the information necessary to provide substantive, useful information.

Complete and submit a [Preapplication Conference Application](#).

1. List of Specific Questions

Provide a list of specific questions to be answered by the city review team who will attend the conference. The review team may include representatives from the fire, utilities and transportation departments, as well as the clearing & grading, building and land use divisions of the Development Services Department.

2. Written Narrative (WCF only)

Describe the type of antenna proposed, what it will be attached to, what colors and materials will be used and how equipment will be located (i.e. vaulted, in-structure, surrounded by vegetation, etc.). Identify the height of the existing structure, if any, and the height of the proposed structure.

3. Graphic Information

Photos of the site and vicinity

Provide pictures of the site, street frontage, access points and adjacent properties keyed to the site plan.

Search Ring (WCF only)

Identify alternative locations within the search ring. For proposals in residential land use districts within the right-of-way or on city-owned property, also identify all approved and constructed WCF by all carriers within 520 feet of the proposed site.

Property Owner Authorization (WCF only)

If the applicant is not the property owner, provide a signed letter from the property owner stating that the proposed project is authorized by him or her.

Preliminary Critical Areas and Shoreline Analysis

To ensure applicants receive the most value from the preapplication review, it is recommended applicants provide preliminary exploration and reconnaissance of all critical areas or shorelines that may impact any proposed development. Preliminary analysis should include environmental features on or off site that may have buffers that extend onto the site. See LUC 20.25H for more information. Critical areas include:

- Geologically hazardous areas (steep slopes, landslide hazards, coal mine hazards, seismic hazards)
- Streams
- Wetlands and ponds
- Floodplains
- Habitats for species of local importance

Shorelines include Lake Washington, Lake Sammamish, Phantom Lake, Lower Kelsey Creek, Mercer Slough, any wetlands, floodplains and floodways associated with shorelines, and any land with 200 feet of a shoreline. See [LUC 20.25E](#) for more information.

Survey

It is recommended that a complete [boundary and topographic survey](#) be provided. If no survey is provided the level of certainty that staff can provide is reduced.

Site Plan

A site plan is needed to show the existing site, site features, improvements and proposed development. The plan should contain the following:

- Vicinity Map** - Provide a small vicinity map with arrow indicating the site or include on the coversheet of the drawing package.
- North Arrow** - Provide north direction.
- Graphic Scale** - 1:50 (minimum) – 1:30 (maximum)
- Property Lines** - Show and dimension all property lines.
- Title Block** - Provide owner name and site address. Provide lot and plat name if applicable.
- Easements** - Show and dimension all existing easements. Check your title report and/or plat map to identify easements. Easement information can be obtained from a recent title report and/or survey, a plat map or the [King County Records](#) website. Inquire with the City of Bellevue Utilities Department for public utility easements.
Note: Failure to indicate dimensions and accurately locate easements may place your project at risk.
- Utilities** - Show the location of existing and proposed utilities.
- Streets** - Label the existing road surface(s) and show other features of the right of way (including sidewalks, drainage ditches, rockeries, bridges, culverts, curbs and edge of pavement). Include driveways located 50 feet from the edge of the property on both sides of the street.
- Critical Areas** - Show streams and top-of-bank, wetlands, 100-year floodplains, slopes 40 percent or greater, landslide hazards, coal mine hazards and seismic hazards. Show the required buffers and structure setback from the critical area on or adjacent to your property.
- Shorelines** - Show Ordinary High Water Mark (OHWM), required shoreline setback from OHWM, shoreline environmental designation, vegetation conservation area, and improvements on the water.
- Trees** - Show all trees on the project site.
- Setbacks** - Show existing and proposed setbacks including front, side and rear from structures to property lines; private streets; and access easements.

- Structures and Improvements** - Show the location and size (overall square footage) of all existing and proposed structures and identify the use.
- Impervious and Hard Surfaces** - Show walkways, parking areas, path surfaces, driveways, etc.
- Contours and Elevations** - Show existing contour lines at two-foot intervals (unless the site slope is less than 15 percent). Use different line types to distinguish between existing and proposed contour lines.
- Plat Restrictions and Conditions** - This information is available from the Bellevue Permit Center or on the [King County Records](#) website.

Structure Elevations

- Graphic Scale** - 1/8 inch = 1 inch
- Structure Height** - Show building or pole height, including antenna, measured from grade.
- Pole Width (WCF only)** - Include dimension of pole at bottom and top of pole.
- Antenna & Mounting Dimensions (WCF only)** - Include dimension of antenna and width from structure (either pole or building) to the antenna.
- Appurtenances (WCF only)** - Show all associated equipment, including conduit, wires and supporting mechanical equipment. Provide height dimension of mechanical equipment and any above-ground screening.

4. Submittal Requirements

You have the option of submitting your preapplication materials online or in paper format.

Paperless Format

Upload your submittal packet at [MyBuildingPermit.com](#). The city prefers preapplication submittals in paperless format.

- All pages must be numbered.
- All fonts should be legible and 1/8-inch high minimum.
- All graphics should be oriented consistently with street names, north arrow and graphic bar scale.