



## **SITE PLAN REVIEW COMMITTEE (SPRC)**

### **Pre-Application Conference Request**

**MEETING DATE:** Every Monday (except holidays and subject to submittals)

**TIME:** Meetings begin at 10:00 am and are approximately 30 minutes long. All meetings are scheduled on a first-come basis.

**MEETING LOCATION:** Centralia Public Works Office (City Light), 1100 N. Tower, Centralia

**Parcel Number(s):** \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**Applicant/Agent:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Name/Type of Business (if applicable):** \_\_\_\_\_

**Brief Description of Proposal (attach separate sheet if needed):** \_\_\_\_\_

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- Description of Proposal (1 – digital or paper copy)
- Conceptual Site Plan showing existing and proposed uses/structures (1 – digital or paper copy)
- Supporting documents including studies (1 – digital or paper copy)

#### **SUBMITTAL REQUIREMENTS:**

Submittal items must be received no later than 3 PM on the Wednesday *preceding* the next meeting date, in order to be added on the following weeks' agenda.

The purpose of the pre-application conference is to acquaint the applicant with the review procedures and applicable Centralia Municipal Code provisions to the proposal. A minimum of one meeting is required for all project permit applications related to the same project action.

The SPRC Pre-Application Conference is available to applicants for projects requiring a land use review or if you have utility or other questions about a specific property. The meeting will include representatives from engineering, public works, water, waste-water, electric, stormwater, planning, and building.