



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*):

- ☐ 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.