



**City of Rathdrum**  
**PUBLIC WORKS / PLANNING DEPARTMENT**  
**PRE-APPLICATION MEETING INFORMATION AND REQUEST**

A pre-application meeting is an opportunity for a developer / project proponent and/or their representatives (and any additional advisors the applicant may wish to have present, such as his/her realtor, surveyor, or architect) to informally meet with City staff and other agencies to discuss preliminary development plans.

The purpose of the meeting is to provide the best available information regarding the development proposal, including application processing requirements, development standards, plans, policies and laws, necessary permits, and fees involved with the project before the applicant's expenditure of application fees<sup>1</sup>.

Another purpose is to help identify any potential issues which may be encountered in the permitting process in order for your project to be processed with as little delay as possible once an application is made.

Please see the back of this form for more information.

Applicant:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Representative: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Physical Address or location of Proposed Project: \_\_\_\_\_

Assessor Parcel Number (12 digit): \_\_\_\_\_ Subdivision: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Proposed Project/Use: \_\_\_\_\_

Do you prefer to receive applicable regulations and codes as (check one):  Paper Copy  Electronic Link Information

Indicate preferences for the meeting date and time (see Information on back): \_\_\_\_\_

Indicate the number of persons to attend the meeting: \_\_\_\_\_

**Submit the following** along with this completed application:

(By email to [mari@rathdrum.org](mailto:mari@rathdrum.org) (PDF only) **OR** at City Hall 6 paper copies of each)

- Written narrative explaining your project / proposal
- Scaled site plan drawing
- Scaled floor plan drawing, if applicable
- Elevations or photos, as available and/or necessary to explain your proposal
- Vicinity map
- List of any questions you have regarding your project or requirements

*Completion of a pre-application meeting does not constitute a formal application and does not create a vested right. If the proposed project is not allowed within the Rathdrum City Code a pre-application meeting will not be held.*

<sup>1</sup> Please be aware that information provided during meetings is the most current available at the time, and that laws may change or additional information may be made available following your pre-application meeting which may effect your project.

## **PRE-APPLICATION MEETING INFORMATION**

### **WHY DO I NEED A PRE-APPLICATION MEETING?**

A pre-application meeting is required for commercial, industrial and multi-family site improvements, unless waived by the City pursuant to Code. The City does not typically require a meeting for simple projects like residential construction or change of business, but may require one. The City may request that you submit the pre-application information to get a more developed idea of what your proposal is and to determine if a meeting is necessary. A meeting will be required for projects subject to a Conditional Use Permit, Variance, Subdivision, Annexation, etc. Applicants may also request a courtesy review meeting in addition to the pre-application meeting.

### **ARE ENGINEERED OR ARCHITECTURAL PLANS REQUIRED?**

A pre-application meeting can take place prior to detailed work by an architect or surveyor; however, the site plan / floor plan, or other information submitted should have sufficient information to allow for adequate staff review. So...no, you do not need to have engineered or surveyed plans in order to schedule a meeting, however, we encourage you to have plans properly prepared. The more information you can provide for review, the better City and other reviewing staff can advise you on the project. Additional pre-application meetings may be required as more detailed information becomes available or as project changes are made. The more detailed your proposal, the less likely that further meetings will be needed.

### **DOES THE PRE-APPLICATION MEETING AUTOMATICALLY BEGIN THE FORMAL PERMIT PROCESS OR OBLIGATE ME TO APPLY FOR PERMITS?**

No. The meeting is intended as a tool for the applicant. The actual permit application must be submitted as a separate step in the permit process to vest your project and begin processing. Submittal of a Pre-application Meeting Request, or attending a pre-application meeting does not constitute a formal application and does not create a vested right or obligate you to continue the project.

### **HOW TO SCHEDULE A PRE-APPLICATION MEETING AND WHEN**

The City will not reserve a pre-application meeting time for you until you have submitted this completed form along with the required information. We may also request further information from you before scheduling or holding your meeting.

The timing of a meeting is dependent on the number of meeting requests pending, and staff and agency availability. We will schedule time with staff and outside agencies with input for your proposal (such as the Fire District) to review your proposal prior to meeting with you. It may take some time to coordinate, but generally takes two to three weeks after submitting your application before a meeting can be held.

We reserve time to meet on Thursday afternoons to accommodate review of proposals and meetings. If you cannot attend a meeting on a Thursday afternoon, we will work with you to schedule the meeting at a date and time that is convenient for you, and when staff is available. Meetings are held at City Hall and the average meeting lasts one hour.

### **WHAT INFORMATION IS NEEDED?**

The more information you can provide us regarding your proposal, the more information we can provide you!

- Use the attached Site Plan Checklist and Example to develop your scaled<sup>2</sup> site plan showing the entire property on which the proposal is to be located.
- Within the scaled<sup>2</sup> floor plan show the entire building AND the space within the building where the project is to be located, any existing walls, fixtures, tables, chairs etc. - and their dimensions - and any proposed changes clearly shown.
- Provide elevations, photos or examples, as necessary.
- Provide a narrative describing what you propose in as much detail as you know.
- Provide a list of any questions you may have regarding your proposal, requirements, or potential issues.

Please contact the Public Works / Planning Department with any questions: 208-687-2700 x124

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<sup>2</sup> A drawing with dimensions at a specific ratio relative to the actual size of the object drawn - for example on graph paper.

Use the following checklist to ensure that drawing(s) show all of the following:

- Lot dimensions and parcel size in feet;
- Location of all structures to be developed and retained on the site and their setbacks from all property lines, access easements, and/or public right of way. This includes accessory structures like sheds and carports, regardless of size;
- The location and width of all existing and proposed roads, right-of-ways, driveways, access easements and parking areas (identify parking stalls and dimensions), including edge of existing roads or sidewalks adjacent to the property. Please note that in many cases property lines are NOT at the edge of pavement on City streets;
- The location of all existing and proposed utility infrastructure and easements (ie water, sewer, storm water, power, fire hydrants, catch basins, detention ponds, ditches, pipes, culverts, underground storage tanks etc). Please be aware that the City requires utilities to be underground and the PUD most often requires above-ground vaults, if needed, to be located on private property;
- The location of the one hundred year flood-plain and floodway, and the location of all water courses and the ordinary high water mark and approximate boundaries of all areas subject to inundation (including wetland areas, seasonal water bodies, irrigation canals etc), if applicable;
- Address of project site, property owner's name, complete legal description and tax parcel number;
- The locations of garbage and recycle receptacle, mailboxes, flagpoles, fences and any other pertinent features;
- Topographic features (steep slopes, non-buildable areas, existing and finished grades, etc.);
- The location of exterior lights, including their area of illumination;
- The location of snow storage areas;
- Directional arrow indicating North

