



**Building Services**  
808 West Spokane Falls Blvd  
Spokane WA 99201-3343  
(509) 625-6300

**GEN-07**  
**Pre-Development Conference**  
**Preliminary Site Plan**  
**Information**

---

**The following information pertains to scheduling a Pre-Development Conference. See GEN-06, Pre-Dev Conference General Information.**

Deliver fifteen (15) copies of the preliminary site plan to include:

- Minimum plan size is 24 inches x 36 inches.
- Contact person's name, address, and phone number.
- Estimated valuation and construction start date.
- Standard engineering scale (e.g., 1" = 20').
- North arrow.
- Provide Parcel Number(s).
- Vicinity map and legal description (lot, block, or addition).
- Legal address, if known. (See Department of Engineering Services.)
- Property lines/site boundary dimensions.
- Building footprint and area, including number of floors/basement.
- Use of building (general office, medical office, retail, service station, multi-family)
- Construction type, if known.
- Fire protection equipment, if known (sprinkler systems, standpipes, alarm systems).
- Parking layout with number of stalls, including barrier-free.
- On-site circulation showing driveways, loading area.
- Proposed On-Site Stormwater (OSSW [formerly "208"]) grass swale areas.
- Proposed location and type of landscaping.
- Show street improvements, curbs, walks, paving.
- Solid waste storage area and, if cans, compactor or front-load container.
- Existing and proposed hydrants.
- All utility locations (existing and proposed, water (main size, if known), sewer, telephone, cable, power (overhead and underground), and gas.

**NOTE: The above information must be received at the time the Pre-Development Conference is scheduled. The Conferences are scheduled on a first-come, first-served basis.**

**Plans must be submitted by Wednesday at 5:00 p.m. the week prior to being placed on the agenda. In addition, you may be scheduled one or two weeks later because there are only three conferences per week.**

**Revised June 16, 2008**