

Technical Review Conference

TEC _____

The Public Works Technical Conference is designed to provide the prospective home builder or developer with a preliminary estimate of potential development requirements for a specific site. The completed application will be evaluated by the Public Works Department in concert with other departments of the City, as appropriate. A fee of \$495.00 is charged. If staff time exceeds five (5) hours during the Technical Conference review, then \$99.00 per hour will be charged.

Any developer or property owner may request a technical conference and written review with the Public Works Department, upon payment of the applicable fee as set forth in Chapter 3.36 PTMC. Such conferences are strongly encouraged and may be required by the Public Works Director when utilities are to be extended or new streets installed.

Project requirements identified during Public Works review remain valid for a period of one (1) year from the date of the issuance, unless changes are made to the proposed development, in which case requirements related to those changes may be modified. A one-year extension may be granted for a \$99.00 fee (PTMC 3.36.020).

Per the City's Engineering Design Standards (EDS) Chapter 1 Item 5, "in the case of Type 1 permits in Tier 1, the fee for the technical conference is credited to the Street Development and/or Utility Development Permit." Staff will inform you if your project falls into this category.

The Technical Conference allowed by this section is intended to be a separate process from the Pre-Application conference required by Chapter 20.01 PTMC, and is not required for a determination of completeness under Chapter 20.01 PTMC.

To determine the location of utilities along a property frontage, call the Utilities Underground Location Center at 1-800-424-5555. Water and sewer maps may be purchased from the Public Works Department or reviewed at the Development Services Department, City Hall, 250 Madison St. Suite 3.



Technical Review Conference

TEC _____

Applicant:		
Mailing Address:		
Phone:	Fax:	Email:
Owner (if different):		
Mailing Address:		
Phone:	Fax:	Email:

APPLICANT REPRESENTATIVE(S):

Name:	Firm:
Phone:	Email:

Site Legal Description: Addition _____, Block _____, Lots _____
Parcel # _____ Zoning District _____ Tier No. _____

Project Description:

The Principle means of access to the site is proposed to be from _____ Street.
The area of the entire site is _____ sq. ft., of which _____ sq. ft. is to be covered with buildings, decks, etc.
The estimated quantities of cut and fill for the site is _____ cubic yards.
Is any part of the subject property within 200 feet of a fresh or salt water shoreline? OYes O No
Is any part of the subject property within (1) a 100-year flood plain? O Yes O No (2) an Environmentally Sensitive Area (ESA)? OYes O No
Is the property subject to any conditions placed on any prior action of the City; e.g., subdivision, short plat, variance, conditional use permit, street vacation or planned unit development? (Attach copies of any such restrictions or conditions, if available. This information can be obtained from a title company.) O Yes O No

To schedule your Public Works Technical Conference, please submit the application form together with the required information listed below and the application fee of \$480.00.



Information Requirements for TEC Conference

Please include the following information on the Vicinity Map and Site Plan:

On both: north arrow, street names, street rights-of-way, and easements of record.

Checklist for the Scaled Site Plan:

- Plan scale
- Legal description
- Property lines and dimensions, including all interior lot lines
- Proposed location of house and accessory buildings, if known. (Please include: setback from property lines and outline (footprint) of each proposed building)
- Location of any existing buildings on adjacent property within 10 ft. of subject property
- Existing and/or proposed off-street parking (2 spaces/single-family dwelling; 1.5 spaces/multi-family unit - each 19' x 9')
- Location of existing streets and proposed street access
- Slope of the land (indicate if slope is 15% or greater)
- Critical areas on or within 300 ft. of the site (wetlands, critical drainage corridors, steep slopes, etc.), show bank height, setback between proposed buildings and top of bank for bluff top properties, etc.
- Existing and proposed utilities: service lines and pipe size (if known)
- Building footprint and exterior dimensions (if known)

I hereby certify that all information given above and on accompanying plans is complete and accurate to the best of my knowledge. I understand that the requested comments/requirements by the City of Port Townsend regarding the above referenced project are an estimate only and may be subject to change. Additional information may become available when actual permit applications are made, or there may be discretionary approvals required under which specific mitigating conditions may be required.

The undersigned hereby saves and holds the City of Port Townsend harmless from any and all causes of action, judgments, claims, or demands, or from any liability of any nature arising from any noncompliance with any restrictive covenants, plat restrictions, deed restrictions, or other restrictions which may have been established by parties other than the City of Port Townsend.

Applicant or authorized representative

Date



Information Requirements for TEC Conference

INTAKE CHECKLIST

This intake checklist identifies the minimum elements necessary for the City of Port Townsend to respond to a Technical Conference Application. The following submittal requirements must be submitted prior to the technical conference. Should any of the following minimum items not be provided, the request will not be accepted at the counter. Should you believe that an item is not applicable to your project, please contact the Development Services Department prior to submittal to have the item initialed as "not required."

Applicant	Submittal Requirement (one set of the following)	Staff
<input type="checkbox"/>	Completed Technical Conference form (Pages 1 and 2)	<input type="checkbox"/>
<input type="checkbox"/>	Conceptual site plan map, 8-1/2" x 11" or 11" x 17" maximum size. FINAL DRAWINGS ARE DISCOURAGED FOR THIS TECHNICAL CONFERENCE.	<input type="checkbox"/>
<input type="checkbox"/>	A map of any other property owned by the applicant within 200 feet of the proposal. These properties may be highlighted on the vicinity map.	<input type="checkbox"/>
<input type="checkbox"/>	Identification of all land uses on adjacent properties.	<input type="checkbox"/>
<input type="checkbox"/>	Vicinity map	<input type="checkbox"/>
<input type="checkbox"/>	Technical Conference Application Fee - \$495.00. <i>Additional fees may apply. If staff time exceeds 5 hours during the technical conference process, then \$99.00 per hour will be charged.</i>	<input type="checkbox"/>

Anything else that may be useful in evaluating the proposal (existing photos, geology reports, etc.). These items are not mandatory, but if you have them, please submit them with your application.

If you have any questions before submitting your application, please contact the Development Services Department at 379-5095.

