

**\*\*APPLY ONLINE ONLY\*\***

# CUSTOMER ASSISTANCE MEETING (CAM)

CAM \_\_\_\_\_

**A CAM is designed to:**

- Assist a potential applicant through the development (land-use, building, public works) process by addressing general regulatory circumstances affecting a specific property.
- Provide general feedback based on the information provided by the applicant and on current City codes. Information is presented orally either at a meeting or over the phone.
- Be an optional precursor to a more formal pre-application meeting or technical conference, both of which provide a written report to the applicant.

**A CAM does not provide:**

- Assurances – the CAM is not intended to provide and exhaustive review of all the potential issues. Information provided at the CAM does not limit the City from applying all relevant laws to the application.
- Recorded documents search - You may search for recorded documents via the County Auditor’s webpage: <https://er-web.co.jefferson.wa.us/recorder/web/>. If you have questions regarding a recorded document *to which the City is a party*, please highlight that section of the document and include it with your application.
- Title information - the City does not provide information about the property’s title or any liens or claims on the property – this information is typically provided by a title company.

*The base fee is \$198.00 for 2 (two) hours of staff time to research your questions and is due at the time of submittal. If staff time exceeds 2 hours during the CAM process, you will be notified. You will then be billed for additional staff time at the rate of \$99.00 per hour. \$49.50 of the \$198.00 is a non-refundable processing fee.*

*If you submit for an associated pre-application or land use application within 12 months of the CAM, you are eligible to receive a credit of ninety-nine dollars (\$99.00) towards those application fees. (Resolution 14-007. Exhibit A)*

Project Address:	Addition:	
	Block:	Lot(s):
Cross-streets:	Zoning:	
	Parcel #(s):	

Applicant:	
Address:	
Phone:	Email:
Property Owner Name(s):	

<b>Project Description:</b> Please provide as much information as possible about your project in terms of use of the land, any variance you might be seeking, proposed demolition or alteration of existing structures, etc. Attach another sheet if needed.	
<b>List of Questions:</b> Please attach an additional sheet of project related questions if needed.	
<input type="checkbox"/>	<b>Attach conceptual scaled site plan.</b> It should illustrate proposed access, location of existing and proposed building(s), proposed utilities, parking, and other on-site improvements. 8½" x 11" to 11" x 17" size
<input type="checkbox"/>	Proposed use(s):
<input type="checkbox"/>	Proposed access:
<input type="checkbox"/>	If there are existing structures on the site, in what year were they constructed?
<input type="checkbox"/>	Do you propose a land division? If so what?
<input type="checkbox"/>	Number and approximate size of Proposed Dwellings: <ul style="list-style-type: none"> <li>• Single or Multi-family homes:</li> <li>• ADU/Garage:</li> </ul>
<input type="checkbox"/>	Commercial or Mixed Use Development: <ul style="list-style-type: none"> <li>• Square footage:</li> </ul>

*Please circle Yes ("Y") or No ("N") below as applicable. If Yes, and there are reports or other documents such as a recorded survey available, please provide copies with the CAM application.:*

Y N Any known wetlands or buffers on the property?

Y N Any steep slopes (greater than 15%)?

Y N Any conditions or restrictions (e.g., easements, street vacation, covenants)?

Y N Is your site in the National Historic Landmark district or on the National Register?

Y N Is your property bordering on, or within 200 feet of a body of water?

Y N Have you discussed the project with city staff?

If yes, name:

**After completing the investigation of your questions, staff will call to arrange a meeting.**

*I understand and accept that the information to be provided by staff shall not bind or prohibit the city's future application or enforcement of all applicable law and ordinances. No statements or assurances made by city representatives shall in any way relieve the applicant of his or her duty to submit an application consistent with all relevant requirements of city, state, and federal codes, laws, regulations municipal code, and land use plans. Regulations and fees are subject to change and a proposal cannot be considered to be vested based on this information.*

Property Owner's Signature (required):\* \_\_\_\_\_

Your Signature (if not the owner): \_\_\_\_\_

\*The City will accept an email from the property owner granting their permission for the DSD staff to discuss the owner's property with the CAM applicant.