

## CUSTOMER ASSISTANCE MEETING (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 \$213.00 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 \$213.00 is a nonrefundable 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):		

of the land, any variance you might be seeking, proposed demolition or alteration of existing structures, etc. Attach another sheet if needed.				
	3ti u	ctui	es, etc. Attach another sheet if needed.	
	List		Questions: Please attach an additional sheet of project related questions if needed.	
		pro	tach conceptual scaled site plan. It should illustrate proposed access, location of existing and opposed building(s), proposed utilities, parking, and other on-site improvements.  "x x 11" to 11" x 17" size	
		Pro	oposed use(s):	
		Pro	oposed access:	
		If t	here are existing structures on the site, in what year were they constructed?	
		Do	you propose a land division? If so what?	
		Nu	<ul><li>mber and approximate size of Proposed Dwellings:</li><li>Single or Multi-family homes:</li><li>ADU/Garage:</li></ul>	
		Coi	mmercial or Mixed Use Development:  • Square footage:	
F	suc		rcle Yes ("Y") or No ("N") below as applicable. If Yes, and there are reports or other documents is a recorded survey available, please provide copies with the CAM application.:  Any known wetlands or buffers on the property?	
	Υ	Ν	Any steep slopes (greater than 15%)?	
	Υ	Ν	Any conditions or restrictions (e.g., easements, street vacation, covenants)?	
	Υ	Ν	Is your site in the National Historic Landmark district or on the National Register?	
	Υ	Ν	Is your property bordering on, or within 200 feet of a body of water?	
		N	Have you discussed the project with city staff? If yes, name:	
a a a R	unde pplice pres Il rele egulo nform	rsta ation ento evan ation	npleting the investigation of your questions, staff will call to arrange a meeting.  Indicate and accept that the information to be provided by staff shall not bind or prohibit the city's future in or enforcement of all applicable law and ordinances. No statements or assurances made by city arrives shall in any way relieve the applicant of his or her duty to submit an application consistent with at requirements of city, state, and federal codes, laws, regulations municipal code, and land use plans. In any state, and federal codes, laws, regulations municipal code, and land use plans. In any state, and federal codes, laws, regulations municipal code, and land use plans. In any state, and federal codes, laws, regulations municipal code, and land use plans. In any state, and federal codes, laws, regulations municipal code, and land use plans. In any state, and federal codes, laws, regulations municipal code, and land use plans. In any state, and federal codes, laws, regulations municipal code, and land use plans. In any state, and federal codes, laws, regulations municipal code, and land use plans. In any state, and federal codes, laws, regulations municipal code, and land use plans. In any state, and federal codes, laws, regulations municipal code, and land use plans. In any state, and federal codes, laws, regulations municipal code, and land use plans. In any state, and federal codes, laws, regulations municipal code, and land use plans. In any state, and federal codes, laws, regulations municipal code, and land use plans. In any state, and federal codes, laws, regulations municipal code, and land use plans. In any state, and law	
Y	our S	Sign	ature (if not the owner):	

<sup>\*</sup>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.