



# TECHNICAL REVIEW COMMITTEE PRE-APPLICATION MEETING CHECKLIST

City of Airway Heights  
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Airway Heights, WA 99001  
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## WHAT IS THIS

Proponents of a land use activity or commercial development within the City of Airway Heights must schedule a Technical Review Committee Pre-Application Meeting. The purpose for this meeting is to allow City staff to discuss and guide you through the regulations that may impact your development proposal prior to the substantial investment of time and money.

## PURPOSE

The informal pre-application meeting allows City staff to review a proposed project for possible impacts and provide such information to the proponent prior to submission of a formal application.

Possible impacts include, but are not limited to: parking requirements, landscaping standards, sign requirements, zoning regulations including setbacks, height restrictions, stormwater drainage requirements, building requirements, fire requirements, frontage improvements, access requirements, sewer and water connections, and fees associated with your project.

The following City departments are typically represented at the meeting to give the proponent written comment applicable to their proposed project:

- Planning
- Building
- Public Works
- Parks and Recreation
- Police
- Fire

## WHAT DO I NEED IN ORDER TO SCHEDULE A PRE-APPLICATION MEETING

- Site address including building or suite number and/or parcel number**
- Contact person's name, mailing address, phone number, and email address**
- Preliminary Site Plan showing all of the following: 7 copies to be provided**
  - Standard engineering scale (e.g. 1"=20') preferred
  - North Arrow
  - Existing and proposed building location(s) and size(s)
  - Setback distances from all property lines
  - Nearest cross streets
  - Utility locations
  - Access locations
  - Existing and proposed fire hydrant locations
  - On-site circulation showing driveways, loading areas, and fire access lanes
  - Applicable easements
  - All road approaches
  - Parking layout with number of stalls, including ADA Accessible parking
- Proposed building(s) plan showing all of the following: 7 copies to be provided**
  - Building use/occupancy – current and/or proposed
  - Size of building (break down different areas, ex: 1,000 sq. ft. office and 5,000 sq. ft. storage area)
  - Type of construction (wood frame, steel, etc.)
  - Height of building
  - Number of stories
  - Number of restrooms
  - Type of heating, i.e. gas, electric
  - If an existing building, is the proposal a Change of Use, Addition, or Remodel?
  - Locations of fire protection equipment, if known (sprinkler systems, standpipes, alarm systems)

## HOW DO I SCHEDULE A PRE-APPLICATION MEETING

Once you have gathered all of the required items, submit them to the Building Department. After verifying that your submittal contains information as requested above, Building staff will schedule you for an available date and time on the Technical Review Committee's Pre-Application Meeting schedule.

## WHEN WILL MY PRE-APPLICATION MEETING BE SCHEDULED

Technical Review Committee Pre-Application meetings are typically scheduled 2 - 4 weeks from the date of submittal. Scheduling allows City staff adequate time to review your proposed project and provide a response prior to meeting with the project proponent.

## ADDITIONAL INFORMATION

For additional information please contact the City of Airway Heights at the following numbers:

- Building Department ..... (509) 244-5514
- Planning Department ..... (509) 244-2552
- Public Works Department ..... (509) 244-5429
- Fire Department ..... (509) 244-3322