

The intake checklist identifies the recommended application elements for the Town of Hunts Point pre-application meeting.

Applicant: Check each box under the applicant heading on this checklist to confirm items that are included in your submittal.

Four (4) of each item on the list below is recommended.

Applicant

- Completed pre-application form
- Proof of agency (required if agent has been selected to represent home owner)
- The applicable fee(s)
- Record Sales Tax Under #1713 Town of Hunts Point , WA 98004-1121 for purposes of reporting to the Department of Revenue
- Written narrative outlining the proposed development
- Vicinity map (minimum 8 ½ X 11)
- Site plan, drawn to scale, depicting existing and proposed improvements on the property, property lines and approximate location of adjacent structures. The more detail shown on the site plan will enable more specific feedback from the town. See the checklist for specific permit sought (building, conditional use permit, etc.) for information you may wish to include in the pre-application submittal.
- For proposed new structures, preliminary elevation drawings clearly indicating the structure(s) height, setback and the gross floor area ratio.



Town Hall, 3000 Hunts Point Road, Hunts Point, WA 98004 Phone 425.455.1834, FAX 425.454.4586
Permit intake and issuance hours are Tuesday and Thursday, 8am-12pm and 1pm-5pm
Building Services Department 425.455.1834