



TOWN OF RUSTON PLANNING SERVICES

5117 North Winnifred Street Ruston, Washington 98407-6597
Phone (253)759-3544 Fax (253)752-3754

Project Scope Review Request Application and Submittal Checklist

Tax Parcel Number	Permit Number (staff use only)
Site Address	Project Name (staff use only)
Property Owner Name	Applicant Name
Property Owner Mailing Address	Applicant Mailing Address
Property Owner Phone	Applicant Phone
Property Owner E-mail Address	Applicant E-mail Address

Zoning Designation <input type="checkbox"/> RES <input type="checkbox"/> COM <input type="checkbox"/> COM-P <input type="checkbox"/> MPD	I certify that I have read and examined this application and have completed it with information that I know to be true and correct. I also give permission for Town employees to enter the site to perform any necessary inspections.
	_____ Property Owner Signature
	_____ Date

Applicant Checklist		Included?		
Yes	N/A	Yes	Need	N/A
<input type="checkbox"/>	Review Fee Deposit (50% of the Estimated Cost as shown on the Planning Services Department Fee Estimate is due at the time of application submittal. Please attach a copy of proof of payment.)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/> Site Plan (show lot lines, existing structures, proposed structures, labeled height measurements, landscaped areas, paths/paved areas, required setbacks, parking, signage location, fence locations, lot size in sq/ft, and lot dimensions, drawn to 1/4" = 1' scale)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> Elevations (specify roof pitch, show exterior light fixture locations, windows, doors, and siding materials, drawn to 1/4" = 1' scale)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Project Description (general description of the proposed use, including the existing/proposed sq/ft, amount of fill materials imported/exported, etc)	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Project Scope Review Meetings are placed on the Town Council's agenda for applicant presentation. The Town Council's regular meetings are held on the first and third Monday of each month at 7pm. Please indicate at least two dates that would be acceptable and we will attempt to schedule a meeting for your project at one of those times.</p> <p>Date #1 _____ Date#2 _____</p> <p>Please note that while the Town Council may provide feedback regarding a particular proposal, it does not guarantee approval. All proposals must apply for the appropriate permits. Applicants are encouraged to request a pre-application meeting with Town staff to determine which land use permits will be applicable.</p>				

staff use only