



CITY OF FIFE

COMMUNITY DEVELOPMENT DEPARTMENT

REQUEST TO SCHEDULE A DEVELOPMENT REVIEW COMMITTEE (DRC) MEETING

The intent of DRC meetings is to provide the opportunity for an exchange of information between a developer and the City regarding a possible development project. City personnel who will be in attendance include representatives of Planning, Building/Fire Marshal, Engineering and Public Works. There is no fee for DRC meetings.

The City will provide available information pertinent to the project during the meeting. Information provided by the Staff is general, not binding and will not be construed as an approval of the concept or design. The discussion will not bind or prohibit the City from the application or enforcement of all applicable laws.

In order to make the conference as fruitful as possible, you are requested to submit sufficient information as to the concept of the proposed project. This will help Staff prepare for the meeting and to better inform you of applicable regulations, pitfalls, etc., and, thereby, facilitate the formal application process.

The Development Review Committee (DRC) meets on Wednesdays at 1:00 PM and 2:00 PM. Meetings are by appointment and limited to 45 minutes.

Please complete the following and return to the City with eight copies of any full-size site plans (smaller items can be emailed or faxed) and any questions or concerns related to the project by the Friday before the requested date.

DATE & TIME REQUESTED: _____

PROJECT: _____

LOCATION: _____

PARCELS: _____

DESCRIPTION: _____

APPLICANT: _____

ADDRESS: _____

PHONE & E-MAIL: _____

ENGINEER OR ARCHITECT: _____

ADDRESS: _____

PHONE & E-MAIL: _____

Please feel free to contact the Community Development Department, 253-922-9625, should you have any questions.