

# Pre-Application Meeting

## What to Expect and How to Prepare

### ENVIRONMENTAL PERMITTING

#### What is an ORA pre-application meeting?

An ORA pre-application meeting is an opportunity to meet with the agency staff who will ultimately review your application. You can explain your project and get agency feedback before you apply for permits. This meeting is designed for complex projects that may need local, state, and federal review.

#### When should an ORA pre-application meeting occur?

An ORA pre-application meeting needs to occur early in the planning phase when your project proposal is defined enough to provide conceptual plans, but still flexible enough to incorporate recommendations from the meeting.

#### How will you benefit?

- ▶ Hear feedback from multiple agencies at one meeting.
- ▶ Learn how different agencies and permits interact.
- ▶ Determine your best permit pathway.
- ▶ Identify next steps.
- ▶ Avoid costly missteps and surprises.

#### What will ORA do for you?

- ▶ Schedule the meeting and invite the appropriate agency staff.
- ▶ Coordinate and facilitate the meeting, take notes, and prepare a meeting summary.
- ▶ Advise you on how to prepare for the meeting.
- ▶ Help schedule a site visit, if needed.

#### What will the agencies do?

- ▶ Review your project according to their regulations and share their expertise.
- ▶ Offer suggestions on how to avoid or minimize environmental impacts.
- ▶ Answer questions about applications, permits, and timeframes.
- ▶ Clarify the differences between requirements and recommendations.
- ▶ Identify other issues or concerns and how they can be addressed.

**By avoiding impacts,  
you may avoid permits.**



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[www.ora.wa.gov](http://www.ora.wa.gov)

## How do you prepare for the pre-application meeting?

- ▶ Contact ORA to schedule the meeting.
- ▶ Prepare a draft SEPA checklist.
- ▶ Identify potential permits by completing ORA's Project Questionnaire at [www.ora.wa.gov](http://www.ora.wa.gov).
- ▶ Send site plans and technical reports to your ORA contact two weeks before your meeting so that ORA can distribute them to agency staff in advance. Bring a few extra copies to the meeting.
- ▶ Come prepared to explain your project schedule, site history, current conditions, future plans, and potential environmental impacts.
- ▶ Approach the process with a positive, problem-solving attitude. Ask questions. Use data to make your case.

**Contact ORA** to find out if a pre-application meeting is right for your project.

If you require this document in another format, contact the Office of Regulatory Assistance. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call (877) 833-6341.

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The **Governor's Office of Regulatory Assistance (ORA)** helps you find the information you need to navigate the environmental permitting process. With knowledgeable staff and up-to-date online and print tools, we can answer your questions about local, state, and federal regulations and can even research project-specific permit requirements.

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