

Pre-Application Meeting

What to Expect and How to Prepare Environmental Permitting

What is an Office of Regulatory Innovation and Assistance (ORIA) pre-application meeting?

An ORIA 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 ORIA pre-application meeting occur?

An ORIA 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 ORIA 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.

How do you prepare for the pre-application meeting?

- Contact ORIA to schedule the meeting.
- Prepare a draft SEPA checklist.
- Identify potential permits by completing ORIA's Project Questionnaire at <http://www.oria.wa.gov>. Clarify the differences between requirements and recommendations.
- Send site plans and technical reports to your ORIA contact two weeks before your meeting so that ORIA 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.

If you require this document in another format, contact Office for Regulatory Innovation and 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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