

Development Review Committee (DRC) Meeting Informational Sheet

- **What is a Development Review Committee (DRC) meeting?** DRC meetings provide applicants the opportunity to discuss development proposals of any size with City of Fife staff prior to submitting a formal application. City staff includes Planning, Building/Fire Marshal, and Public Works/Engineering. DRC meetings are valuable in processing permit applications, possibly saving both time and money. *There is no charge for a DRC meeting.***

While not intended to provide an exhaustive review of all potential issues, DRC meetings will:

- Provide the applicant and City staff with an early opportunity to identify and address major issues.
- Acquaint the applicant with City requirements, procedures, and relevant criteria, facilitating a complete submittal.
- Acquaint City staff with the potential application, facilitating review once a formal application is submitted.

All aspects of the City's development review process can be discussed at a DRC meeting, including general application timelines, fees, plan review, and inspection processes.

- **When and how are DRC meetings scheduled?** DRC meetings are scheduled through the City of Fife Community Development Department and are held Wednesday afternoons at 1:30 p.m. and 2:30 p.m.. *All of the requested information must be submitted by **Wednesday, 12:00 noon the week prior**.* This deadline is essential to afford City staff adequate time to review the proposal and conduct research, ensuring a productive meeting. Submittals not meeting this deadline or not having all of the required information (see below) will be scheduled to a later date.

Proposals with significant policy, legal, or otherwise complex issues may require more time for staff research and may be scheduled at a later date or at a time outside of the normal DRC hours.

- **What information is required prior to a scheduled DRC?** A DRC meeting will be scheduled upon receipt of all of the following:

- In Person Meetings/Virtual:** A completed/signed DRC meeting request form.
- In Person Meetings/Virtual:** Proposed plans with site plan and vicinity map. Additional information is encouraged. While plans can be conceptual and do not need to be construction quality, they do need to be of sufficient detail to allow staff to provide constructive comments. *(Please bring 8 copies to in person meetings.)*
- In Person Meetings/Virtual:** Questions you would like to see answered at the meeting.

* *The Materials above may be submitted to the City by emailing them to: comdev@cityoffife.org.*

The detail of staff comments provided at a DRC meeting is often directly related to the amount and detail of information provided by an applicant. It is to your benefit to be as comprehensive as possible on what you provide the City. Materials submitted for a DRC meeting do not constitute a formal application. DRC meetings also are not used to determine the completeness of an application and therefore do not "vest" an application. A determination of completeness is evaluated only after formal application is made.

- **To submit a DRC meeting request:** Submit all required information to comdev@cityoffife.org upon requesting a meeting.

** **NOTE:** A DRC Meeting is different from a "Pre-Application Meeting," which is required for certain types of land use applications and carries a \$100 fee. Please contact Community Development Department staff to confirm if your application requires a Pre-Application Meeting.