Community and Economic Development
Planning Customer Service (425) 430-7294
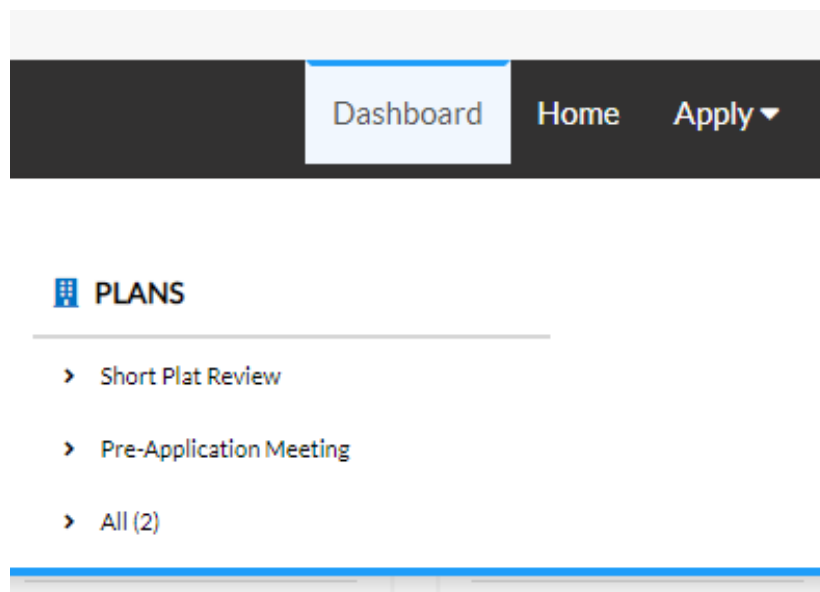Website: www.rentonwa.gov

Applying for Pre-Application Meeting

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City of Renton will be utilizing an online portal for Pre-Application Meetings. Registration is required.

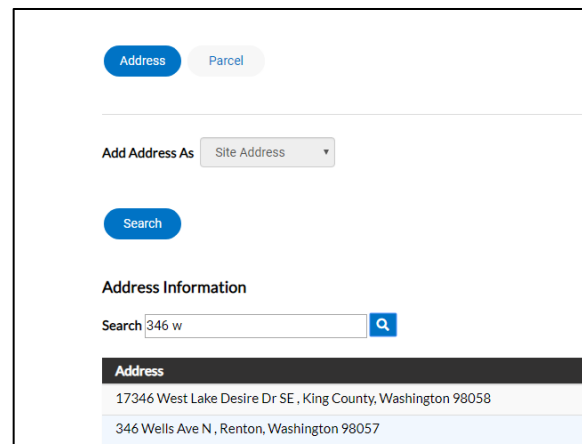## From your Customer Dashboard after Signing In:

You can use the Menu bar and the Apply drop down to navigate to the Pre-Application option under Plans.

Step 1: Locations

Click the blue tile and search by either address or parcel.
Additional instructional help at the top of the screen.

Click Next.

Step 2: Type

Plan Type will be a Pre-Application Meeting. Please add a detailed project description into the Description box.

Click Next.

Step 3: Contacts

Your contact information will auto populate as the Applicant. You can add additional contacts by clicking the blue tile and searching for the contact. On Step 4 screen, you will be required to assign the contact person for the Pre-Application.

Click Next.

Step 4: More Info

The items shown in red with an asterisks (*) are required items. Please answer the questions on the screen to the best of your knowledge regarding the project specifics.

Click Next.

Step 5: Attachments

Pre-Application Submittal package should include the project narrative and a site plan as a combined .PDF document. To add additional attachments, click the blue tile using "Other" as the category type to upload .PDF documents that you wish to include in the Pre-Application Review.

Click Next.

Step 6: Review and Submit

The information that was added in the previous 5 steps will be displayed for review. If you wish to revise or add information, please use the Back button located in the bottom left hand corner.

Click Submit.

Congratulations!

You will receive additional information that your plan was successfully created and a notification that a Planner will be in contact with you within a few days to schedule your Pre-Application Meeting.