

# TECHNICAL REVIEW COMMITTEE *Request Form*



3609 Market Place W, Suite 200  
University Place, WA 98466-4488  
PH: 253.566.5656

DATE: \_\_\_\_\_

Fee: None

**INSTRUCTIONS:** Submit a copy of the completed application, site plan drawing, list of your major questions or concerns, virtual Teams meeting attendee contact list (to include name, phone number, email address, company name), and applicable project background information to [permits@cityofup.com](mailto:permits@cityofup.com) **one-week prior to date requested.**

Applicant: _____ Address: _____ Telephone: _____ Email: _____	Property Owner: _____ Address: _____ Telephone: _____ Email: _____
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Specific Project Location (including nearest cross-street): \_\_\_\_\_  
 \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Assessor's Tax Parcel Number(s): \_\_\_\_\_

Type of Project (Short Plat, Pre-Plat, PDD, T.I., etc.): \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Total Acreage: \_\_\_\_\_ Proposed Density: \_\_\_\_\_

Proposed Land Use:    Single-family     Multi-family     Industrial     Commercial

Type of Construction: \_\_\_\_\_ Occupancy Classification: \_\_\_\_\_

Please indicate your meeting date preference. *(Virtual Teams meetings are held every Wednesday afternoon beginning at 1:30 p.m.)*

For Office Use Only <input type="checkbox"/> Date & Time Confirmed
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A Technical Review Committee meeting is an opportunity for the developer and/or their representative to meet with staff to discuss preliminary studies or sketches of the proposed project. At the conference, staff will make available pertinent information relating to the proposed development. The intent is to identify and/or eliminate as many potential problems as possible in order for the project to be processed without delay. The conference should take place prior to detailed work by an engineer or surveyor; however, the site drawing submitted must have sufficient information to allow for staff review. Discussion topics will include land use, site development (engineering), building, fire, and permit requirements. If the applicant owns adjacent land, the possibilities of future development will be discussed.