



April 13, 2020

CITY OF LACEY LAND USE REVIEW AND PERMIT SERVICES STATUS

In an effort to make sure that our review and processing of existing and future project applications track continue through our review process to the greatest extent possible, current planning staff are still available to assist with and process land use applications.

During the Governor's 'Stay Home, Stay Healthy' order, the Planning staff is working remotely. As a result, there are several key changes that have been implemented to the land use review process.

GENERAL ACCESS TO PLANNING STAFF

Currently, Planning staff does not have access to phone services for outgoing calls. However, they can receive voicemails emails. You can get Planning staff's email [here](#). Staff also has the ability to set up video conferencing, if needed.

For general planning questions, unrelated to a specific project, please email planning@ci.lacey.wa.us. You may also call our permit counter at **(360) 491-5642** and they will connect you with the planning staff who can respond to your inquiry.

PRESUBMISSION CONFERENCES

Beginning April 22, presubmission conferences will resume (via conference call or an on-line meeting format) and take place on the second and fourth Wednesdays of each month. Applications for presubmission conferences can be found [here](#). Applications must be submitted to planning@ci.lacey.wa.us, along with all relevant supporting materials. Applications must still be submitted one-week in advance (i.e. by 5 o'clock the preceding Wednesday.)

The presubmission agenda is set the following Thursday morning. Staff will contact the applicant with the scheduled time and to coordinate the best method to hold the meeting.

LAND USE APPLICATION SUBMITTAL

Land use applications must be submitted electronically via email or via an ftp site. Prior to submitting a new application, please contact the assigned planner to coordinate the electronic submittal and to obtain the correct application fee. (If you do not know which planner is assigned, you may either call our front desk at **(360) 491-5642** or email planning@ci.lacey.wa.us. Application fees must be paid by check and sent via mail to the following address:

City of Lacey, Community & Economic Development
420 College St SE
Lacey, WA 98503

**Please note, that until the Governor's Stay-at-Home order is lifted, the City will process land use applications to the extent feasible; applications subject to the quasi-judicial review process (preliminary subdivision, wetland development, conditional use, shoreline development etc) that require a public hearing and approval by the City Council may need to be delayed.*