



Justin Bouffard <tethian@gmail.com>

Notification: Bothell Permit PRE2025-27223

Melinda Tanner <Melinda.Tanner@bothellwa.gov>
To: "tethian@gmail.com" <tethian@gmail.com>

Fri, Jan 30, 2026 at 11:59 AM

Good morning Justin,

We received additional project narrative, information, and site plans for the 19828 Triple project, submitted to the application for pre-app.

To clarify, a pre-application meeting is a meeting, which occurs prior to submitting a development permit application. The pre-application meeting is not a plan review cycle. Plan review is the review of plans, and the plan review occurs with a development application. Please see BMC 11.06. <https://bothell.municipal.codes/BMC/11.06>

Our flat fees for development permit applications include up to 3 plan review cycles, and are billed hourly thereafter. The flat fee for a pre-application meeting is for staff time spent related to the application and the meeting (processing, review of materials, possible site visits, written memoranda, time at the meeting, etc.). On the billing form, it is noted that time spent on the project by the city after the pre-application meeting but prior to making the application for permit(s) (any time spent by staff which is not already covered by a flat fee) is billed hourly.

We have saved the submitted materials as a record to the file for PRE2025-27223. It does appear we addressed the number of ADUs allowed with the staff comments for the pre-app. If you would like to request a Director's Interpretation regarding a Bothell Municipal Code section ([Administrative interpretation](#)), you may do so. The fee for a Director's Interpretation is \$3817 plus 5% Tech Fee, however. Link to the 2026 Fee Resolution: [PDF](#) [Reso 1680 \(11042025\) 2026 Fee Schedule \(3\).pdf](#)

Melinda Tanner
Permit Services Supervisor
Cell: (425) 419-8054
[18415 101st Ave NE, Bothell, WA 98011](#)

[Facebook](#) | [Instagram](#) | [Twitter](#)

