



## PLAT ALTERATION SUBMITTAL CHECKLIST

If an applicant wishes to alter a subdivision or short subdivision or any portion thereof, except as provided in [LSMC 14.18.065](#), that person shall submit an application to the Department of Planning and Community Development requesting the alteration. The application shall contain the signatures of the majority or persons having an ownership interest in lots, tracts, parcels, sites or divisions within the subdivision or short subdivision or in that portion to be altered per [LSMC 14.18.060](#).

### Required Submittal Items:

1. Completed Type II Permit Application Form
2. A brief narrative of the alteration that describes the current conditions, proposed changes, and intent of the alteration
3. Intake fee
4. Previously recorded plat map
5. Survey / plat map denoting what alterations are proposed
6. After approval of the alteration, the City shall order the applicant to produce a revised drawing of the approved alteration of the subdivision or short subdivision, and after signature, the final plat or final short plat shall be filed with Snohomish County to become the lawful plat or short plat of the property
7. City staff will prepare the mailing site for owners with the subdivision
8. The Planning Director may require the applicant to submit additional materials

If you are unsure if an item is required call 425-622-9400 and ask to speak to the planner who was assigned to you at the pre-application or the planner on duty.