



# Preliminary Short Plats & Long Plats Permit Checklist

**Project File Number:** \_\_\_\_\_

**Accepted By:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Preliminary Short Plats** are Type II permits. **Preliminary Long Plats** (10+ lots) are Type III permits. There are three steps in the subdivision process: preliminary, construction, and final approval per Chapter 14.18 LSMC. For the City to accept applications as complete, applicants must submit the following required items applicable to the individual phase. Please note: all application materials and resubmittals are required to be in **electronic pdf** and **hardcopy form**. All electronic submittals need to be received by the city at the time of application. Please note that all application materials are required to be signed. if the required materials are not provided the city will not accept the application.

## Submittal Requirements:

Applicant / Staff Verify

- /  One original and two copies of all applications, plans and supporting documentation (unless otherwise noted)
- /  Completed Application **Type II** – short plat OR **Type III** – long plat
- /  Intake Fees (See current Fee Schedule)
- /  Basic site plan (See Basic Site Plan Checklist)
- /  Utilities plan (See Utilities Plan Checklist)
- /  Landscape plan as applicable (See Landscape Plan Checklist)
- /  Current Title Report (within 60 days of application) and copies of all existing and proposed covenants, conditions or other encumbrances
- /  LID site analysis (See LID Site Analysis Checklist)
- /  Preliminary Drainage Report pursuant to the 2012 Stormwater Management Manual for Western Washington, as Amended in December 2014 (The 2014 SWMMWW)
- /  Critical Areas Study/report and Mitigation Plan as applicable (2 Copies)
- /  Geotechnical Report, if required (2 Copies)
- /  SEPA Checklist including any environmental studies, as applicable (2 Copies)
- /  Traffic Mitigation Worksheet or Traffic Study (as applicable)
- /  Water Availability Letter
- /  Electric Power Availability Letter
- /  Sewer Availability Letter
- /  An electronic EXCEL database file containing the names and addresses of “owners of real property within 300 feet of the project site, or 20 property owner’s whichever results in more property owners being noticed” per LSMC 14.16A.225 and vicinity parcel map for posting.

- /  Pre-application conference summary letter
- /  Other materials required by Planning Director
- /  Design Review materials pursuant to separate Design Review Checklist

## **Preliminary Plat Survey Requirements**

Applicant / Staff Verify

Full sized Short Plat or Long Plat and 1 reduced copy (8.5" X 11" or 11" X 17"), containing the following elements:

- /  Common and appropriate engineering scale which can be clearly read (min. 1-inch = 50-feet) prepared by a surveyor licensed in the State of Washington
- /  Vicinity Map and North Arrow
- /  Section, Township, Range, Tax Account Number(s), and Legal Descriptions of existing and proposed lots
- /  Separate sheets depicting existing structures, improvements and features and resultant conditions (basic site plan may be used for existing conditions sheet)
- /  Zoning and Comprehensive Plan designation
- /  Shoreline upland and water environment designations
- /  Title block containing the name, address and telephone number of the applicant(s), all owners and the land surveyor
- /  Existing and proposed property lines with segment and property dimensions
- /  Existing contour lines with intervals of two or five feet
- /  Names and locations of adjacent subdivisions
- /  Names, locations and widths of all existing/proposed streets, rights-of-way, road or access easements/tracts and utilities within 50 feet of the property
- /  Gross lot size (in square feet) of each existing and resulting lot
- /  Area (in square feet) dedicated to open space (as applicable)
- /  Lot area of each existing and resultant lot
- /  Proposed method to meet fire flow requirements and fire hydrants nearby to the subject property and/or location of any proposed hydrants
- /  Native Growth Protection Area tracts for critical areas (wetlands, streams, water bodies or geologically hazardous areas) including proposed buffers pursuant to LSMC 14.88.290
- /  Zoning and critical area setbacks
- /  Required landscape buffers (as applicable)
- /  Utility providers
- /  Date of preparation and/or survey revisions