



# Subdivision Submittal Requirements

# P2.1

This checklist identifies the minimum materials necessary for Cowlitz County to accept a Subdivision application. If any of the following items are not provided, the application cannot be accepted. Acceptance of an application over the counter does not constitute approval, only that the application has enough information to be accepted as counter complete. *All applications will require the appropriate fees upon submittal.*

Subdivision Applications	Letter of Authorization	Master Application	Applicant Checklist	Property Packet	Site Plan / Preliminary Plat / Road Plans <sup>1</sup>	Vicinity Map <sup>2</sup>	Written Narrative	Environmental Checklist	Special Studies <sup>3</sup>	Supplemental <sup>4</sup>	Pre-Submittal Review Conducted (Staff)	Received (Staff)
<b>Short Subdivision</b>	1	1	1	1*	1*	1*	-	1*	2-4*	1	-	
<b>Large Lot Subdivision</b>	1	1	1	1*	1*	1*	1	1*	2-4*	1		
<b>Rural Subdivision</b>	1	1	1	1-20*	1-20*	1-20*	1-20*	1-20*	2-20*	-		
<b>Urban Subdivision</b>	1	1	1	1-20*	1-20*	1-20*	1-20*	1-20*	2-20*	-		
<b>Planned Unit Subdivision</b>	1	1	1	1-20*	1-20*	1-20*	1-20*	1-20*	2-20*	-		
<b>Boundary Line Adjustment</b>	1	1	1	1	1	1	-	-	-	1	-	
<b>Private Roads Modification</b>	1	1		1	3	1	-	1	2-4		-	
	-	1		-	1	1	1	-	2-4	1	-	

Permit Number \_\_\_\_\_

Date Stamp

<sup>1</sup> This will be determined as to type of permit, review your permit application materials to determine what is required.  
<sup>2</sup> May be included as part of your site plan.  
<sup>3</sup> If special studies are required, one (1) unbound and one (1) bound copy is required at submittal. Additional copies may be required depending on the project and reviewing agencies.  
<sup>4</sup> If applicable, the supplemental is part of the application packet.

**\* One copy at the time of submittal, once application is determined complete, staff will inform applicant of number of copies required.**

## Subdivision Submittal Standard Instructions

**Letter of Authorization.** If not the applicant, the property owner must provide a signed letter of authorization for the applicant who is acting as the agent.

**Master Application or Application.** This must be typed or neatly printed in ink and signed by either the agent or the property owner.

**Applicant's Checklist.** This is found in the application packet and will list the requirements for a preliminary application. This checklist allows the applicant to ensure the application is complete for submittal. The applicant is required to initial or check the column identified as Applicant Check. If information is missing the application may not be complete for submittal.

**Property Packet.** This is basic property information needed to evaluate the project. The Applicant's Checklist identifies what is required for each type of project application.

**Site Plan.** The site plan is required for a Boundary Line Adjustment, Short Plat, Large Lot subdivisions and private road applications. Applicants may submit a legible 8"x11" or 11"x17" maximum site plan map. A cross section may be required dependant on topographical relief and/or proposed filling and grading work. The site plan must be drawn to scale and show all improvements, existing and proposed, including: parking areas, landscaping, building footprints, porches, walks, decks, overhangs, location of easements, setback measurements, legal access, road approach locations, utilities, location of fire hydrants, drainage courses (if present), stormwater facilities, site contours, maximum intervals, approved septic tank and drainfield locations including reserve areas, retaining walls, and other information as applicable.

**Preliminary Plat.** The preliminary plat is required for Urban, Rural and PUD subdivisions. The specific requirements are found in each ordinance supplied with each subdivision packet. All preliminary plats submitted must include at least one full sized set of plans and an 8"x11" or 11"x17" reproducible size plat. Preliminary plats may be submitted for Short Plats and Large Lots instead of a site plan.

**Road Plans.** Three copies of engineer stamped road plans are required at the time of application submittal. The engineer must be licensed in the State of Washington.

**Vicinity Map.** The vicinity map can be included on the site plan or as a stand-alone document. The vicinity map must clearly demonstrate where the property is located.

**Written Narrative - Findings.** The applicant must address the review criteria specific to the application, the review criteria is part of the application packet and can be found in the Applicant's Checklist.

**SEPA Environmental Checklist.** This document must be filled out completely and to the best knowledge of the applicant. The document must be signed and dated.

**Special Studies.** Special studies such as traffic reports, preliminary drainage reports, erosion control, etc. may be required depending on the individual project. At a minimum one bound and one unbound copy is required. Additional copies may be required dependant upon the project and additional reviewing agencies.

**Supplemental(s).** If required, the applicant must submit the supplemental document with the application materials. The supplemental is found in the application packet.

**Pre-Submittal Review Conducted (Staff).** The applicant may wish to have a pre-submittal review appointment with assigned staff to ensure that all application materials are suitable for submittal prior to making multiple copies. The meetings are free, and the applicant can call and schedule an appointment when ready for submittal. The appointment is encouraged but not required.