



Applicant's Checklist-Short Subdivision

P2.2

The following checklist is the minimum that is required for a preliminary subdivision application. All Short Plat Subdivisions must comply with all requirements within the Short Subdivision Ordinance CCC.18.34 and RCW 58.17. All applications will require the appropriate fees upon submittal.

Applicant Check	Preliminary Application Materials	Staff Check
<input type="radio"/>	Complete Master Application, including developer and property owner if different.	<input type="radio"/>
<input type="radio"/>	Letter of Authorization – written permission from the property owner if property owner is not the applicant.	<input type="radio"/>
<input type="radio"/>	A contiguous property identification form.	<input type="radio"/>
<input type="radio"/>	Name of the surveyor who will be preparing the short plat subdivision if known.	<input type="radio"/>
<input type="radio"/>	Property Packet: <ul style="list-style-type: none"> • Copy of current deed, legal description of the property including section, township, range, subdivision, parcel and tax lot numbers, and number of acres. • All the adjacent property in which the property owner has an interest. • Legal description of private roads and easements therein. • Copies of, covenants and/or agreements, which exist or proposed for the proposed subdivision restrictions, easements. • Planning Clearance Standard Parcel Report. • Assessor's Tax Map to scale of the property. • Short Plat Environmental Checklist. 	<input type="radio"/>

Applicant Check	Preliminary Plat Map or Site Plan*	Staff Check
<input type="radio"/>	1 copy – 8 1/2" x 14" to 11"x14" drawn to a scale no smaller than 100- 200' to one inch or other approved scale or a preliminary survey 18" x 24" (preferred).	<input type="radio"/>
<input type="radio"/>	Date, scale and north arrow.	<input type="radio"/>
<input type="radio"/>	A vicinity map clearly identifying the location of the proposed short subdivision site.	<input type="radio"/>
<input type="radio"/>	Dimensions of the proposed subdivision site, dimensions of each lot, and the number assigned to each lot.	<input type="radio"/>
<input type="radio"/>	Site plan must be legible.	<input type="radio"/>
<input type="radio"/>	Show physical features of site: <ol style="list-style-type: none"> 1. Existing or proposed roadways and/or access points including driveways. 2. Location of the nearest county road. 3. Power lines and/or railroad right-of-ways. 4. Location, names, widths and Auditor's file number of any existing easements. 5. Existing structures, primary and secondary drainfields, well locations. 6. Existing and proposed rights-of-way for public services or utilities within 100-ft of the area and contained within the short subdivision. 	<input type="radio"/>

- Show natural and physical features of site:
 1. The location of permanent and topographic features, which will have an impact upon the subdivision.
 2. Topographic contours if required.
 3. Hydrology, surface drainage, streams or water bodies, and wetlands.
 4. Other critical areas as known.

* If you would prefer to submit a surveyed copy of the plat please also see Section 18.34.060 for further requirements.

The following may or may not apply to your application. Prior to submittal of any of the following documents, please contact the Planning Department.

Applicant Check	Supporting Documents & Studies	Staff Check
○	Environmental checklist – SEPA.	○
○	Additional Studies as required – i.e. traffic reports, geotechnical, critical areas assessments.	○
○	Copies of related permit applications or approvals – i.e. NPDES or HPA.	○