



Applicant's Checklist- Large Lot Subdivision

P2.3

The following checklist is the minimum that is required for a preliminary Large Lot Subdivision application. All Large Lot Subdivisions must comply with all requirements within the Large Lot Ordinance CCC.18.38 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"/>	Notarized statement consenting to the proposed subdivision signed by all persons owning, or having an ownership interest in the land being subdivided.	<input type="radio"/>
<input type="radio"/>	Name of the surveyor who will be preparing the final large lot subdivision plat 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. • Copies of restrictions, easements, covenants and/or agreements, which are existing or proposed for the proposed subdivision. • Planning Clearance Standard Parcel Report. • Assessor's Tax Map including the scale of the property and surrounding parcels within 500', Air photo, existing Zoning and/or Comprehensive Plan maps. 	<input type="radio"/>
<input type="radio"/>	Environmental checklist – SEPA.	<input type="radio"/>

Applicant Check	Preliminary Plat Map or Site Plan*	Staff Check
<input type="radio"/>	1 copy – 8 1/2" x 11" to 11"x17" maximum shall be drawn to a scale no smaller than 100- 200' to one inch or a preliminary survey 18"x24"(preferred).	<input type="radio"/>
<input type="radio"/>	Name of proposed subdivision, if applicable.	<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 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 and block.	<input type="radio"/>
<input type="radio"/>	A Master Site Plan if the proposed subdivision is to be developed in phases.	<input type="radio"/>

- Existing and proposed roadways:
 - Location of any existing and proposed reservations and easements and the provision of improvements and utility services.
 - Location, names and widths of public or private right-of-ways within or abutting the proposed subdivision tract extending at least 100 feet.
 - Location of existing or proposed ingress and egress from existing or proposed private or public roads.
- Show natural and physical features of site:
 1. Location of existing well, septic primary and secondary drainfield locations on or within 100 feet of the property.
 2. The location of permanent and topographic features, which will have an impact upon the subdivision.
 3. Topographic information for large lot subdivisions containing five or more lots with the exception of all large lot subdivisions of slopes 30 percent or more topographic contours shall be provided.
 4. Hydrology, surface drainage, streams or water bodies, and wetlands.
 5. Critical areas as known.
- Location of stormwater detention facilities if applicable.

* If you would prefer to submit a surveyed copy of the plat please also see Section 18.38.130 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
○	Additional Studies as required – i.e. traffic reports, geotechnical, critical areas assessments, preliminary drainage plans.	○
○	Copies of related permit applications or approvals – i.e. NPDES or HPA.	○
○	A copy of the approved forest practices application if the property has been logged within the past six years.	○