



# Applicant's Checklist- Urban Subdivision

P2.5

*The following checklist is the minimum that is required for a preliminary subdivision application. All Rural Subdivisions must comply with all requirements within the Rural Subdivision Ordinance CCC.18.50. 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"/>	Property Packet: <ul style="list-style-type: none"> <li>• Copy of current deed, legal description of the property including section, township, range, subdivision, parcel and tax lot numbers, and number of acres.</li> <li>• All the adjacent property in which the property owner has an interest.</li> <li>• Copies of restrictions, easements, covenants and/or agreements, which are existing or proposed for the proposed subdivision.</li> <li>• Planning Clearance Standard Parcel Report.</li> <li>• Assessor's Tax Map, Air photo, existing Zoning and/or Comprehensive Plan maps.</li> </ul>	<input type="radio"/>
<input type="radio"/>	List of property addresses and owners within 300 feet of the proposed subdivision site. If the owner of the proposed subdivision site owns other real property contiguous to the project site, the list shall include the names and addresses of real property owners located within 300 feet of the contiguous ownership of the applicant.	<input type="radio"/>

Applicant Check	Preliminary Plat Map	Staff Check
<input type="radio"/>	2 copies – 18 by 24 inches (min) and shall be drawn to a scale no smaller than 100- 200' to one inch.	<input type="radio"/>
<input type="radio"/>	20 copies or a reproducible size 8"x11" or 11"x17" max.	<input type="radio"/>
<input type="radio"/>	Name of proposed Urban Subdivision on face of plat.	<input type="radio"/>
<input type="radio"/>	Property owners name on plat.	<input type="radio"/>
<input type="radio"/>	Name and address of surveyor and/or engineer.	<input type="radio"/>
<input type="radio"/>	Date, scale and north arrow. Scale must be one inch equals 50 feet to one inch equals 200 feet.	<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, each lot contained therein, and the number assigned to each lot and block.	<input type="radio"/>
<input type="radio"/>	A master plan of the site if the proposed subdivision is to be developed in phases.	<input type="radio"/>
<input type="radio"/>	Show physical features of site: <ol style="list-style-type: none"> <li>1. Location, width and names of all public and private roads and pedestrian ways within or abutting the proposed subdivision tract extending at least 100 feet.</li> <li>2. Location, names, widths, and Auditor's file number of any existing easements.</li> <li>3. Existing and proposed rights-of-way for public services or utilities and within 100 feet.</li> </ol>	<input type="radio"/>

- Show natural features of site:
  1. The location of permanent and topographic features, which will have an impact upon the urban subdivision.
  2. Contour lines illustrating site topography as follows: ○  
 0-3% slope at 2-foot intervals.  
 More than 3% slope at 5-foot intervals.  
 Contour lines shall be extended to show at least 100 feet beyond the boundaries of the proposed subdivision.
  3. Hydrology, surface drainage, streams or water bodies, and wetlands.
  4. Critical areas as known.
  5. Existing deciduous and evergreen trees.
- Proposed features: ○
  1. Location, dimensions and area of all proposed recreational and common open space, indicating proposed uses.
  2. Number, location, and design of off-street parking areas showing points of ingress and egress.
  3. Location of proposed building envelopes.
  4. Location of stormwater detention facilities.
- Proposed method of providing potable water and the name of purveyor of the service. ○

Applicant Check	Written Narrative	Staff Check
○	Name of proposed subdivision, number of lots, number and types of dwellings and other structures.	○
○	Proposed methods of providing potable water and sewage disposal, if a public utility, the names of the purveyor(s).	○
○	A written statement explaining the intent and purposes of the proposed subdivision, including: <ol style="list-style-type: none"> <li>1. An explanation and specification of any nonresidential uses proposed within the project.</li> <li>2. The method proposed to insure the permanent retention and maintenance of common open space land, if proposed.</li> <li>3. Timing for the construction and installation of improvements, buildings, other structures, and landscaping.</li> <li>4. The reasons why a subdivision would be (1) in the public interest, (2) would be consistent with the goals and policies of the Comprehensive Plan, (3) conform to existing zoning and other regulations, and (4) why you believe the project application should be approved.</li> </ol>	○

Applicant Check	Supporting Documents & Studies	Staff Check
○	Environmental checklist – SEPA.	○
○	Tentative grades of each street.	○
○	Copies of restrictions, covenants and agreements, if any, proposed and/or existing upon the land. Such restrictions, if required by the county, must be recorded either prior to or simultaneously with the recording or the final plat.	○
○	Preliminary stormwater drainage plans.	○
○	Additional Studies as required – i.e. traffic reports, geotechnical, critical areas assessments, etc.	○
	Copies of related permit applications or approvals – i.e. NPDES or HPA.	