



# Preliminary Subdivision Submittal Checklist

For PDS Use Only

PROJECT FILE NUMBER: \_\_\_\_\_ PROJECT NAME: \_\_\_\_\_

**NOTE:** For any proposal subject to SCC 30.23A Urban Residential Design Standards (URDS), the supplemental URDS Checklist shall be used in conjunction with this checklist to determine minimum submittal requirements.

**NOTE:** For any proposal requiring landscaping and/or screening pursuant to SCC 30.25, the supplemental Landscape Plan Checklist shall be used in conjunction with this checklist to determine minimum submittal requirements.

**A. The following information numbered (1) through (6) shall be shown on the preliminary plat map – 10 full size copies, 15 reduced size copies (11x17 inches):**

- \_\_\_\_\_ 1. The preliminary plat map shall be prepared by and bear the seal and signature of a registered professional land surveyor licensed in the State of Washington.
- \_\_\_\_\_ 2. The preliminary plat map shall have a minimum dimension of 18x24 inches and shall be drawn at a horizontal scale of 50 feet to one inch or such other scale as the Department determines will clearly portray all of the required information. All copies of the preliminary plat map shall be folded so as to have a maximum dimension of 9x13 inches. The title block shall be prominently visible when folded.
- \_\_\_\_\_ 3. The preliminary plat shall contain a title block, preferably located in the lower right-hand corner, to include:
  - (a) Name of the preliminary subdivision (should match the Plat Name Reservation Certificate);
  - (b) Section, Township and Range;
  - (c) The name, address, and telephone number of the preparer;
  - (d) The date of preparation, scale and north arrow.
- \_\_\_\_\_ 4. The preliminary plat shall contain textual data, preferably located on the right-hand side of the drawing or along the bottom, to contain:
  - \_\_\_\_\_ Name, address, and telephone number of the applicant.
  - \_\_\_\_\_ Names, addresses, and telephone numbers of all persons who have a real or possessory interest in the property to be subdivided.
  - \_\_\_\_\_ The legal description of the proposed subdivision.
  - \_\_\_\_\_ The existing zoning on the subject property (and proposed zoning, if applicable).
  - \_\_\_\_\_ The acreage and square footage contained within the plat, the number of lots being proposed, the maximum number of duplex lots proposed, and the number of lots per acre of land.
  - \_\_\_\_\_ The average lot size in square feet, the size of the smallest proposed lot and lot size averaging calculations (if lot size averaging is proposed).
  - \_\_\_\_\_ The minimum net density calculations if the subdivision is located within an Urban Growth Area (UGA).
  - \_\_\_\_\_ Slopes shall be determined in accordance with SCC 30.41A.250. The applicant shall determine land slope and assess the applicability of this section. The applicant shall also determine maximum unit yield for the specified zones from Table 30.41A.250(2), except for a concurrent plat and Planned Residential Development.
  - \_\_\_\_\_ The acreage of open space to be contained in the plat, if applicable, and the percentage it represents of the total land area.

- \_\_\_\_\_ The proposed road lengths, area and percentage it represents of the total land area.
- \_\_\_\_\_ The source of water supply and the name of the purveyor.
- \_\_\_\_\_ The method of sewage disposal and the name of the purveyor.
- \_\_\_\_\_ Applicable fire district
- \_\_\_\_\_ Applicable school district

\_\_\_\_\_ 5. A vicinity map, preferably located in the upper right-hand corner, clearly identifying the location of the property at a scale of not less than one inch to two thousand feet (1" = 2,000') and including municipal boundaries, township and section lines, major roads, railroad and transmission rights-of-way, rivers, streams and lakes and indication of the scale used. For applications in conjunction with a rezone, identify the general nature of land uses contiguous to the development site in all directions (e.g., residential to the south, commercial to the north, etc.).

\_\_\_\_\_ 6. The preliminary plat shall delineate:

- \_\_\_\_\_ The boundary lines and dimensions of the tract to be subdivided.
- \_\_\_\_\_ The development status of contiguous land with tax parcel numbers and the names(s) of any adjacent plats shown.
- \_\_\_\_\_ The location of zoning boundary lines, if any are within or adjacent to the plat.
- \_\_\_\_\_ The approximate dimensions and square footage of each lot.
  - (a) Lots should be numbered consecutively through the total number of lots in the plat. No letters shall be used for tract designations.
  - (b) In the case of a plat amendment, the lots, blocks, streets, alleys, easements and parks of the original plat shall be shown by dotted lines in their proper positions in relation to the new arrangement of the plat, the new plat being clearly shown in solid lines as to avoid ambiguity.
- \_\_\_\_\_ The accessible area suitable for construction which is at least 1,000 square feet and located outside any required setback, unbuildable easement, required critical area or buffer. (Building envelope) [SCC 30.41B.235]
- \_\_\_\_\_ Existing contour lines, shown by dashed or shaded lines, with intervals sufficient to clearly show drainage, slopes and road grades within the proposed development and within 200 feet of the external boundary lines of the plat. The contour intervals shall be two or five feet, except as otherwise provided. All contours shall be referenced to mean sea level (NGVD 1929 datum) unless a NAVD 88 or assumed vertical datum is allowed by PDS policy and a bench mark; its location and elevation shall be noted.
- \_\_\_\_\_ The names, locations and widths of all existing streets, road rights-of-way, easements, other public ways, railroad rights-of-way and utilities within the proposed development and within 200 feet of the external lot lines of the plat (right-of-way centerlines shall be depicted on all public rights-of-way);
- \_\_\_\_\_ The layout and widths of all proposed rights-of-way and easement lines within the plat and a center line profile of all proposed public and private road(s) within the development. *Centerline profile(s) are permitted to be shown on stormwater site plans or separate sheets stamped by a professional engineer as opposed to being shown on the face of the preliminary plat.*
- \_\_\_\_\_ The location of all existing structures within the preliminary plat and all existing structures within 25 feet of the external lot lines of the plat shall be shown in their approximate locations.
- \_\_\_\_\_ All parcels of land intended to be dedicated or reserved for public use or to be reserved in the deeds for the common use of the property owners of the subdivision with the purposes clearly indicated;
- \_\_\_\_\_ In any subdivision to be served by on-site sewage disposal systems, the preliminary plat shall show the location of well sites, soil test sites and provide soil analysis data (5 copies) as required by the Snohomish Health District pursuant to Snohomish Health District Sanitary Code Chapter 8.1.3.

- \_\_\_\_\_ Base flood elevation data, pursuant to SCC 30.65.110(3)(d) when the proposed subdivision is located, in whole or in part, within a flood hazard area;
- \_\_\_\_\_ The location, or notation, of the nearest fire hydrant if the subject property is served, or will be served, by a water purveyor;
- \_\_\_\_\_ Are there critical areas on site?  Yes  No
- \_\_\_\_\_ Wetlands and fish & wildlife habitat conservation areas on or within 300 feet of the site, including required buffers (SCC 30.62A.130).
- \_\_\_\_\_ Geologically hazardous areas on or within 200 feet of the site (SCC 30.62B.130).
- \_\_\_\_\_ Location, size and type of all aquifer recharge areas on the subject property (SCC 30.62C.130).
- \_\_\_\_\_ Are any critical areas being disturbed?  Yes  No

**B. Drainage Review Submittal Checklist and Form, Targeted or Full Stormwater Site Plan including a Stormwater Pollution Prevention Plan (SWPPP) pursuant to Chapter 30.63A SCC (See submittal checklists for targeted or full stormwater site plans and full SWPPPs for projects vested after September 30, 2010 or vested on or after January 22, 2016). For phasing of a full stormwater site plan pursuant to SCC 30.63A.820, provide the targeted stormwater site plan checklist.**

**C. Administrative Site Plan – if consolidated pursuant to SCC 30.23A.100(2) (10 copies) See supplemental URDS Site Plan Checklist for requirements.**

**D. Landscape Plan – if applicable (10 copies) See supplemental Landscape Plan Checklist for requirements.**

**E. Supporting Documents and Required Fees:**

- \_\_\_\_\_1. Master Permit Application completed in its entirety with the notarized signature(s) of the applicant and, if a rezone is proposed concurrently with the plat, the notarized signature(s) of one or more owners of the property **(Original + 24 copies)**
- \_\_\_\_\_2. A current plat certificate of title, prepared by a title company no more than 30 days prior to the date of preliminary plat application, showing the names and addresses of all persons, firms or corporations whose consent is necessary to dedicate land for public usage, as well as any easements or other encumbrances to the land proposed for subdivision. Copies of all referenced documents shall be attached **(2 copies)**
- \_\_\_\_\_3. Environmental checklist (signed and dated) **(Original + 19 copies)**
- \_\_\_\_\_4. If the vested owner is listed as a corporation, provide documentation of signing authority on behalf of the corporation **(2 copies)**
- \_\_\_\_\_5. Chapter 30.66B SCC Pre-submittal Conference Review form with required review fee **(provide original white and yellow copies)**
- \_\_\_\_\_ If applicable, traffic studies and data required by the Pre-submittal Conference Review form, consistent with the Department of Public Works' traffic study checklist and checklists referenced in an interlocal agreement with any other jurisdiction for which a traffic study is required; or waiver from same as deemed appropriate by the Department of Public Works (see Chapter 30.66B Pre-submittal Form for number of copies required).

- \_\_\_\_\_ If applicable, and checked on the 30.66B Pre-submittal Conference Review form, the Washington State Department of Transportation (WSDOT) traffic impact mitigation offer signed by the applicant
- \_\_\_\_\_ If the subdivision is located within a UGA, provide TDM plan or written offer signed by the applicant per 30.66B Pre-submittal Conference Review form **(Original + 2 copies)**
- \_\_\_\_\_6. If the subdivision is located within Airport Compatibility Area, additional materials, including those indicating proximity to airport features, may be required pursuant to Chapter 30.32E SCC – Airport Compatibility.
- \_\_\_\_\_7. If deviations are requested pursuant to SCC 30.24.200, a completed application form for same, as provided by the department **(Original + 2 copies)**
- \_\_\_\_\_8. A reduced copy (letter or legal size) of the plat map
- \_\_\_\_\_9. Original plat reservation certificate from the Auditor's office
- \_\_\_\_\_10. Applicable filing fees
- \_\_\_\_\_11. Completeness requirements for any other applicable Snohomish County Code Sections (e.g., Chapter 30.24 SCC – Roads and Access, Chapter 30.23A SCC – Urban Residential Design Standards, Chapter 30.25 SCC – Landscaping, Chapter 30.42B SCC -- Planned Residential Developments (PRDs), Chapter 30.44 SCC -- Shoreline Management permits, Chapters 30.62A, 30.62B, 30.62C and 30.65 SCC -- Critical Area Regulations, Chapter 30.41C SCC -- Rural Cluster Subdivisions, and/or Chapter 30.66B Developer Contributions for Road Purposes). See separate Submittal Checklists for additional submittal information that may pertain.

**AUTHORITY:** Snohomish County Code Chapter 30.41B.040 authorizes the director of Planning & Development Services to establish and revise submittal requirements for preliminary plats. These requirements are hereby established as shown above, and shall be on file with the department. Due to site-specific circumstances, the director or his designee may waive individual requirements on a case-by-case basis.