



PRELIMINARY PLAT APPLICATION REQUIREMENTS

The checklist below identifies elements and information necessary for the City to accept a preliminary plat application at the counter for further processing.

If you think an item is not applicable to your project, please bring this to the attention of the planner prior to application submittal. Submittals without all items on this checklist – other than pre-approved exceptions – cannot be accepted at the counter for further processing. Please ensure all items are addressed prior to application submittal.

In most cases, submittals must be made in person. Submittals by mail or email will be accepted only by prior arrangement. The City is not be responsible for material mailed or emailed without prior arrangement.

The information on this checklist is not meant to be all-inclusive and additional materials may be required as review proceeds.

Submittal Requirements

- A completed Master Land-Use Application, including all required signatures (three copies).
- Signed affidavit or letter of agency if the applicant is an agent authorized to sign on behalf of the owner (one copy).
- Application fee of \$1,600, due at application in the exact amount.

- Completed “Preliminary Plat Application Submittal Requirements” checklist (three copies).
- Pre-application summary (three copies) Note: Preliminary plat applicants are required to participate in a mandatory, cost-free pre-application conference.
- Written project narrative detailing the proposal (three copies).
- Legal description of the properties to be subdivided with original surveyor’s stamp (three copies).
- A title report issued within 30 days prior to application submittal, including all supporting documentation and any other information required by staff for the purposes of ascertaining ownership and the existence of easements or covenants affecting the property (two copies).
- Application for a transportation concurrency review and Capacity Reserve Certificate if the proposal is for 15 or more lots. (two copies) Note: the concurrency review fee is \$95.00 per lot, due at application in the exact amount.
- Traffic impact analysis prepared by a licensed transportation engineer if the proposal is for 15 or more lots. (two copies);
- Preliminary plat plans (three copies)..
- On plans depict the location of all known critical and hazardous areas, along with their associated buffers and building setback lines, including but

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- not limited to wetlands, streams, ponds, steep slopes, erosion hazards and seismic hazards;
 - On plans, depict the location of all existing wells and well-protection areas
 - On plans, depict the location of existing septic systems and drainfields.
 - Scaled project vicinity map.
 - Survey, including existing conditions, boundaries and topographic information in two-foot contours for slopes up to 15 percent and five-foot intervals for slopes exceeding 15 percent. (three copies).
 - Lot closures and map-check calculations for the boundary of the site.
 - Preliminary storm drainage report (three copies).
 - Preliminary storm drainage plans (three copies).
 - Preliminary grading plans (three copies).
 - Recreation space development plan (three copies);
 - Traffic impact analysis if the proposal is for 15 or more lots. (three copies);
 - Tree retention plan (three copies).
 - Phasing plan (three copies);
 - Project is phased (plans included)
 - Project is not phased
 - Currently active certificate of sewer availability or executed sewer extension agreement (three copies).
 - Currently active certificate of water availability or executed waterline extension agreement (three copies).
 - BPA land-use agreement, if applicable (three copies)
 - A numbered list of the names and addresses of the owners of all properties within 500 feet of the proposed development site. The records of the King County assessor's office shall be used for determining the property owner of record (MVMC 18.100.180).
 - Two sets of plain envelopes (not peel-and-stick) stamped with first-class postage (not metered) and labeled with mailing labels and numbers corresponding to the list of property owners above. If necessary, the City may require additional sets of stamped, addressed envelopes.
 - A map highlighting all the parcels within 500 feet of the project.
 - PDF copies of all documents on this checklist stored on a CD or flash drive.
 - * Wetlands delineation and categorization report for any wetlands on or near enough to affect the subject property (two copies).
 - * Stream or shoreline delineation and categorization report for any stream or lake shoreline on or near enough to affect the subject property (two copies).
 - * Geotechnical report if steep slopes are on or near enough to affect the subject property; or if soil quality is in question (two copies).
 - * Aquifer recharge special report if aquifer recharge occurs adjacent to the subject property (two copies).
 - * Flood hazard study if the site is located adjacent to a stream, wetland or lake (two copies).
 - * Wildlife inventory study if site includes or is adjacent to habitat for species identified by the State Department of Fish and Wildlife as endangered, threatened, sensitive or priority (two copies).
 - * A sign, prepared at the applicant's expense, designed pursuant to City specifications and located at the site, notifying the public of the development. You will receive notice when it is time to post the sign.
 - * List of required improvements expected to be incomplete at the time of final building permit approval (three copies).
 - * Approved bond or other surety for improvements not completed at the time of final building permit approval (three copies).
- * These items need not be included in the preliminary plat submittal but may be required prior to preliminary plat approval.
- Contact the Department of Public Works and Community Development at 425-413-8800 with any questions.