



PRELIMINARY PLAT MINOR REVISION APPLICATION REQUIREMENTS

The checklist below identifies elements and information necessary for the City to accept an application for a preliminary plat minor revision 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. Contact the Department of Public Works and Community Development at 425-413-8800 for an intake appointment prior to application submittal. 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 \$425, due at application in the exact amount.
- Completed “Preliminary Plat Minor Revision Application Requirements” checklist (one copy).
- Written project narrative detailing the proposed revisions (three copies).
- Narrative explaining how the proposal meets the following approval criteria (three copies):
 - The amendment maintains the design intent or purpose of the original proposal;
 - The amendment does not change primary vehicular access points or increase anticipated peak hour vehicle trips;
 - The site area is not expanded and number of lots is not increased;
 - Circumstances render it impractical, unfeasible or detrimental to the public interests to accomplish one or more conditions of preliminary plat approval;
 - The amendment results in no major adverse environmental impacts on or beyond the site;
- Narrative explaining what impacts the proposal will have on conditions of preliminary plat approval.
- 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

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- and the existence of easements or covenants affecting the property (two copies).
- Legal description of the affected property, with original surveyor's stamp. This may be included on plans (three copies if not on site plan).
- Site survey of the preliminary plat as approved (one copy).
- Site survey of the preliminary plat as revised (three copies).
- Project vicinity map (three copies or on site plans)
- Site plans of existing conditions, including boundary and topographic information (three copies).
- Preliminary grading plans (two copies).
- Preliminary site drainage plans (two copies).
- Recreation area landscape plan (two copies)

- Tree retention plans with canopy calculations (two copies).
- Current certificate of sewer availability or executed sewer extension agreement (three copies).
- Current certificate of water availability or executed waterline extension agreement (three copies).
- Approved Certificate of Reserve Capacity (two copies).
- Preliminary technical information report.
- PDF copies of all documents on this checklist on a CD or flash drive.

Contact the Department of Public Works and Community Development at (425) 413-8800 with any questions.

Updated 08-08-2016
