



# Preliminary Short 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. Preliminary Short Plat Map - 10 full size copies, 15 reduced size copies (11x17 inches):**

- \_\_\_\_\_ 1. The preliminary short 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 short plat 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 short plat shall be folded so as to have a maximum dimension of 9x13 inches. The title block shall be prominently visible when so folded.
- \_\_\_\_\_ 3. The preliminary short plat shall contain a title block, preferably located in the lower right-hand corner, to include:
  - (a) The name, address, and telephone number of the applicant(s), all parties having an ownership interest in the real property and the land surveyor;
  - (b) Section, Township and Range;
  - (c) The date of preparation, scale and north arrow;
  - (d) The date of any preliminary short plat revisions (all revisions shall be initialed by the land surveyor).
- \_\_\_\_\_ 4. The preliminary short plat shall contain textual data, preferably shown on the right-hand side of the drawing, to contain:
  - \_\_\_\_\_ The legal description of the proposed short subdivision.
  - \_\_\_\_\_ The existing zoning on the subject property (and proposed zoning, if applicable).
  - \_\_\_\_\_ The proposed land use.
  - \_\_\_\_\_ The square footage contained within the short subdivision. The number of lots and the average lot size in square feet, including lot size averaging calculations if SCC 30.23.210 ("Lot Size Averaging" section of the zoning code) is utilized.
  - \_\_\_\_\_ The lot size calculations for lot size reduction up to 10% for right-of-way dedication if SCC 30.23.230 is utilized.
  - \_\_\_\_\_ The minimum net density calculations if short subdivision is located within an Urban Growth Area (UGA) per SCC 30.23.020 SCC.
  - \_\_\_\_\_ The source of water supply and the name of the purveyor, if applicable.
  - \_\_\_\_\_ The method of sewage disposal and the name of the purveyor, if applicable.
  - \_\_\_\_\_ Applicable fire districts
  - \_\_\_\_\_ Applicable school district
- \_\_\_\_\_ 5. The preliminary short plat map shall delineate:
  - \_\_\_\_\_ The boundary lines and dimensions of the tract to be subdivided.

- \_\_\_\_\_ The development status of contiguous land, including identification of any adjacent subdivisions and short subdivisions.
- \_\_\_\_\_ The zoning boundary lines, if applicable.
- \_\_\_\_\_ The dimensions of each lot.
- \_\_\_\_\_ The lot area computed in square feet including areas contained in road easements and access panhandles.
- \_\_\_\_\_ 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) [Section 30.41B.200 (2)]
- \_\_\_\_\_ Consecutive numbers for all lots in the preliminary short plat.
- \_\_\_\_\_ Existing contour lines, shown by dashed or shaded lines, with intervals sufficient to clearly show drainage, slopes and road grades within the proposed short subdivision and within 50 feet of the external boundary lines of the short subdivision. The contour intervals shall be two or five feet. 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.
- \_\_\_\_\_ Slopes shall be determined in accordance with SCC 30.41B.210 SCC. 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 short plat and Planned Residential Development.
- \_\_\_\_\_ 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 short subdivision and within 50 feet of the external lot lines of the short subdivision (right-of-way centerlines and existing width shall be depicted on all public rights-of-way);
- \_\_\_\_\_ The layout and widths of all proposed rights-of-way and easement lines within the short subdivision, and a centerline profile of all proposed public and private road(s) and/or shared driveways within the short subdivision;  
*Centerline profile(s) are permitted to be shown on drainage plans or separate sheets stamped by a professional engineer as opposed to being shown on the face of the preliminary plat.*
- \_\_\_\_\_ The location and use of all existing structures within the short subdivision and within 25 feet of the external lot lines of the short subdivision;
- \_\_\_\_\_ 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 short subdivision with the purposes clearly indicated;
- \_\_\_\_\_ The square footage of open space to be contained in the short subdivision, if applicable, and the percentage it represents of the total land area.
- \_\_\_\_\_ Base flood elevation data, pursuant to SCC 30.65.110 SCC when the short 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 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
- \_\_\_\_\_ A critical area study for any development activity, or action requiring a project permit occurring in wetlands, fish & wildlife habitat conservation areas or their buffers (SCC 30.62A.140).

- \_\_\_\_\_ A geotechnical report for any development activity or action requiring a project permit proposed within: an erosion hazard area, landslide hazard area or its setback, 200 feet of a mine hazard area or its setback, 200 feet of any faults (SCC 30.62B.140).
- \_\_\_\_\_ A hydrogeologic report for any activity or use requiring a project permit regulated under chapter 30.62C SCC and proposed within a sole source aquifer, Group A wellhead protection area or critical aquifer recharge area with high or moderate sensitivity (SCC 30.62C.140).
- \_\_\_\_\_ The location of all proposed buffers and setbacks.
- \_\_\_\_\_ Identification of any established Native Growth Protection Areas (NGPA) or NGPA/E, and other lands within the short subdivision where development is to be restricted;
- \_\_\_\_\_ Identification of lot or lots which may be developed with a duplex structure. Failure to disclose the intent to develop a lot or lots with duplexes is subject to the provisions of SCC 30.41B.835;
- \_\_\_\_\_ 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.);
- \_\_\_\_\_ In any subdivision to be served by on-site sewage disposal systems, the preliminary short plat shall show the location of well sites and soil test sites as required by the Snohomish Health District pursuant to Snohomish Health District Sanitary Code Chapter 8.1.3.

**B. Targeted Drainage Plan (See *Targeted Drainage Plan Submittal Checklist*)**

**C. Administrative Site Plan – if applicable (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. Required Fees and Supporting Documents:**

- \_\_\_\_\_ 1. Master Permit Application filled out in its entirety with notarized signature(s) of the applicant and one or more person(s) having an ownership interest in the real property. NOTE: Beneficiaries to deeds of trust are also owners of interest. (Original + 24 copies)
- \_\_\_\_\_ 2. A current short plat certificate prepared by a title company no more than 30 days prior to the date of preliminary short plat application, giving a full and correct description of the property to be subdivided, showing all encumbrances to title, and showing all persons having an ownership interest in the property. Copies of all referenced documents shall be attached (2 copies)
- \_\_\_\_\_ 3. All copies of existing covenants, conditions and restrictions and a draft of any proposed encumbrances (2 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 Pre-submittal Conference Review form with required review fee (provide original white and yellow copies).

- \_\_\_ If applicable, traffic studies and data required by the presubmittal 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 (5 copies)
- \_\_\_ If applicable and checked on the Chapter 30.66B Pre-submittal Conference Review form, the Washington State Department of Transportation (WSDOT) traffic impact mitigation offer signed by the applicant. If SEPA review is required, a WSDOT offer is required. (Original + 2 copies)
- \_\_\_ If short subdivision is located within UGA, provide a written Transportation Demand Management (TDM) offer signed by the applicant (Original + 2 copies)
- \_\_\_ 6. Environmental checklist (signed and dated) when environmental review is required pursuant to SCC 30.61.010 SCC and WAC 197-11-800 (e.g., redivision of a previously short platted lot, site contains lands covered by water, grading of more than 500 cubic yards, the project is likely to require a Class IV-G Forest Practices permit) (Original + 19 copies)
- \_\_\_ 7. Pursuant to Snohomish Health District Sanitary Code Chapter 8.1.3, provide soil analysis data for any subdivision to be served by on-site sewage disposal systems (5 copies)
- \_\_\_ 8. A reduced copy (letter or legal size) of the short plat map
- \_\_\_ 9. Applicable filing fees (see Permit Fee Schedule)
- \_\_\_ 10. 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, Chapter 30.62 SCC -- Critical Area Regulations, Chapter 30.41C SCC -- Rural Cluster Subdivisions, and/or Chapter 30.66B -- Developer Contributions for Road Purposes). See separate 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 short 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.