



PRELIMINARY SHORT PLAT APPLICATION REQUIREMENTS

The checklist below identifies elements and information necessary for the City to accept a preliminary short 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 City staff 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: \$650, due at application in the exact amount, payable by check cash or credit card

- Completed “Preliminary Short Application Requirements” checklist (three copies)
- Pre-application conference summary (three copies) Note: Preliminary short plat applicants are required to participate in a mandatory, cost-free pre-application conference.
- Written narrative detailing the proposed short plat (three copies)
- Legal description of the properties to be subdivided with original surveyor’s stamp (three copies)
- 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)
- Preliminary short plat site plans (three copies)
- Scaled project vicinity map.
- Survey, including existing conditions, boundaries and topographic information (three copies)
- Preliminary storm drainage report and plans (three copies)
- Preliminary grading plans (three copies)
- Recreation area landscape plan, if more than four lots (two copies)
- An arborist’s report addressing the viability of trees credited toward meeting canopy coverage requirements. (two copies).
- A tree retention plan reflecting the findings of the

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- post-construction arborist's report.
- 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)
- 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).
- One set of plain envelopes (no peel-and-stick envelopes, please) stamped with first-class postage (not metered) and labeled with mailing labels and numbers corresponding to numbered 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 on a CD or flash drive.
- * 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.
- * Wetlands delineation and categorization report for any wetlands on or near enough to affect the subject property.
- * Stream or shoreline delineation and categorization report for any stream or lake shoreline on or near enough to affect the subject property
- * Geotechnical report if steep slopes are present or soil quality is in question

*These items need not be provided at application but may be required prior to preliminary short plat approval.

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