



Preliminary Short and Long Plat Submittal Checklist

Project File Number: _____ **Project Name:** _____

Preliminary Short Plats (2-9 Lots) are Type II permits. Preliminary Long Plats (10+ lots) are Type III permits. There are three steps in the subdivision process: preliminary, construction, and final approval per LSMC 14.18. For the city to accept applications as complete, the applicant must submit the following required items applicable to the individual phase. If you are unsure if an item is required, call 425-622-9400 and ask to speak to the planner assigned to you at the pre-application or the planner on duty. Submittal items will be uploaded online on the City's permitting portal at [Citizens Connect](#).

Submittal Requirements:

1. Completed Application [Type II](#) – short plat OR [Type III](#) – long plat
2. Intake Fees (See current [Fee Schedule](#))
3. Basic site plan (See [Basic Site Plan Checklist](#))
4. Utilities plan (See Utilities Plan Checklist)
5. Landscape plan as applicable (See Landscape Plan Checklist)
6. Current Title Report (within 60 days of application) and copies of all existing and proposed covenants, conditions or other encumbrances
7. LID site analysis (See LID Site Analysis Checklist)
8. Preliminary Drainage Report pursuant to the 2019 Stormwater Management Manual for Western Washington
9. Critical Areas Study/report and Mitigation Plan as applicable by a certified biologist
10. Geotechnical Report, if required
11. SEPA Checklist/or Planned Action Certification (as applicable), including any environmental studies
12. Traffic Mitigation Worksheet or Traffic Impact Analysis (as applicable)
13. Water Availability Letter
14. Electric Power Availability Letter
15. Sewer Availability Letter
16. Arborist Report and Tree Survey
17. Pre-application conference summary letter
18. Other materials required by Planning Director/Project Planner _____

-
19. Design Review materials pursuant to separate Design Review Checklist.

Preliminary Plat Survey Requirements:

Full-sized Short Plat or Long Plat and 1 reduced copy (8.5" X 11" or 11" X 17"), containing the following elements:

1. Common and appropriate engineering scale which can be clearly read (min. 1-inch = 50-feet) prepared by a surveyor licensed in the State of Washington
2. Vicinity Map and North Arrow
3. Section, Township, Range, Tax Account Number(s), and Legal Descriptions of existing and proposed lots
4. Separate sheets depicting existing structures, improvements and features and resultant conditions (basic site plan may be used for existing conditions sheet)
5. Zoning and Comprehensive Plan designation
6. Shoreline upland and water environment designations
7. Title block containing the name, address and telephone number of the applicant(s), all owners and the land surveyor
8. Existing and proposed property lines with segment and property dimensions
9. Existing contour lines with intervals of two or five feet
10. Names and locations of adjacent subdivisions
11. Names, locations and widths of all existing/proposed streets, rights-of-way, road or access easements/tracts and utilities within 50 feet of the property
12. Gross lot size (in square feet) of each existing and resulting lot
13. Area (in square feet) dedicated to open space (as applicable)
14. Lot area of each existing and resultant lot
15. Proposed method to meet fire flow requirements and fire hydrants nearby to the subject property and/or location of any proposed hydrants
16. Native Growth Protection Area tracts for critical areas (wetlands, streams, water bodies or geologically hazardous areas), including proposed buffers pursuant to [LSMC 14.88.290](#)
17. Zoning and critical area setbacks
18. Required landscape buffers (as applicable)
19. Utility providers
20. Date of preparation and/or survey revisions