



# SUBDIVISION PRELIMINARY SUBMITTAL CHECKLIST

## Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All construction drawings must be drawn to an architectural scale (e.g. 1/4" = 1'), while site plans and civil drawings must be drawn to an engineering scale (e.g. 1" = 20').**

**Permit Application**

**Submittal Fee:**

- Preliminary Subdivision- \$15,956.00 for ten lots
- Each additional lot- \$745.00
- Public Hearing- \$3,723.00
- Civil Plan Review- \$1,990.00 (10-hour minimum - \$199.00 hourly rate)
- Single-Family SEPA Checklist Review- \$3,191.00
- Fire Review – Subdivision - \$199.00

**Critical Areas Worksheet**

**Pre-Application Meeting Date:**

\_\_\_\_\_ (ask for handout).

A pre-application meeting with the City is required prior to submitting an application for any Type C action and/or for a project located in a critical area. **A pre-application meeting is required before a neighborhood meeting.**

- Title Report** - Provide a title report no more than 30 days old or "Plat Certificate". Include schedules describing any recorded easements.

**Neighborhood Meeting Report Date:**

\_\_\_\_\_ (ask for handout).

A summary of the neighborhood meeting.

**Certificate of Sewer Availability**

- Ronald Wastewater (deferred to permit review)
- The Highlands (206) 362-2100

- Certificate of Water Availability** – Required for all new commercial and residential construction; all commercial additions and remodels; and additions and remodels of residences where the total gross area exceeds 2,500 square feet must show the distance of the

nearest hydrant and either the flow calculations or flow test results of that hydrant.

- City of Seattle Public Utilities (206) 684-5800 or online at <http://www.seattle.gov/util/Engineering/DevelopmentServicesOffice/ToolsResources/WACRequestForm/index.htm>
- North City Water District (206) 362-8100 or online at <http://northcitywater.org/forms/>
- Highlands customers: To obtain a Water Availability Certificate, call (206) 362-2100.

- Environmental Checklist** – One (1) copy required. The checklist should be completed in ink, or printed, and signed by the applicant. All questions should be answered as completely as possible.

- Vicinity Map** – Submit **one (1) copy** of a professionally drafted vicinity map, drawn at an appropriate scale (such as 1" = 100') that shows the following information:

- Graphic scale and north arrow.
- Name, address, and telephone number of the person who prepared the drawing, together with a drafting date.
- The exact boundaries of the subject property and the footprint location of any buildings on the property.
- The exact boundaries and zoning of all properties within a 500' radius of the perimeter of the proposed rezone site.
- The location, width, and name of all public and private roads in the vicinity of the project site.
- The footprint and location of any buildings on properties in the vicinity of the project site.
- Significant topographic features such as creeks, rivers, wetlands, drainage swales, steep slopes, etc.

**Hours of Operation: M, T, Th, F: 8:00 a.m.–5:00 p.m., W: 1:00–5:00 p.m. ♦ Permit Processing ends at 4:00 p.m. daily**

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- The name and location of any public parks, libraries, and similar facilities in the vicinity of the project site.
- **Preliminary Plat Drawing** – The plat drawing is a graphical representation seen from above of your total property to be subdivided. **Site Plans – four (1 reduced - maximum 11” x 17” and 3 full size) copies** drawn to an engineering scale (e.g. 1” = 20’). **Please show the following details on the drawing:**
- Graphic and numerical scale, north arrow and drafting date.
  - Proposed name of the subdivision.
  - Name and address of the developer and of each property owner.
  - Name and address and seal of the registered land surveyor who prepared the plat.
  - Quarter section(s), township, and range.
  - Contours of topography at five foot intervals.
  - Any wetlands, fish and wildlife habitat areas, streams; landslide, slope or erosion hazard areas.
  - Proposed layout of streets, with names and widths, as well as proposed widths of alleys, crosswalks and easements.
  - Any parcels of land to be dedicated or temporarily reserved for public use or set aside for use of property owners in the subdivision.
- **Engineering Plans** – The following plans shall be produced by a licensed, professional engineer and bear their name, address and seal. Submit **two (2) copies** drawn to scale, such as 1” = 50’. **Please show the following details on the plans:**
- The proposed name of the subdivision.
  - The name and address of the developer and of each property owner.
  - Graphic scale, north arrow and drafting date.
  - Contours of topography at five foot intervals.
  - Any wetlands, fish and wildlife habitat areas, streams; landslide, slope or erosion hazard areas.
  - The boundary line of the proposed subdivision, indicated by a solid, heavy line.
  - The location, width and names of all existing or prior platted streets or other public ways; railroad and utility rights-of-way; parks and other public open spaces; permanent buildings and structures and any section and municipal corporation lines within or adjacent to the proposed subdivision.
  - Existing sewers, water mains, culverts or other underground facilities, including existing pipe sizes, grades and exact locations, within the proposed subdivision. Information provided by existing public records shall be acceptable.
- The proposed location of additions or modifications to sewers, water mains, culverts and other underground facilities necessary to appropriately serve the proposed subdivision.
  - The boundary lines of adjacent tracts of unsubdivided and subdivided land within 100’ of the proposed subdivision, including the owners and existing zoning of these tracts. Boundaries shall be indicated by dotted lines.
- **Stormwater Management Plan:** The following plan shall be produced by a licensed, professional engineer and bear their name, address and seal. **Site Plans – four (1 reduced - maximum 11” x 17” and 3 full size) copies** drawn to an engineering scale (e.g. 1” = 20’). **Please show the following details on the preliminary plan:**
- Proposed name of the subdivision.
  - Name and address of the developer.
  - Graphic scale, north arrow and drafting date.
  - Contours of topography at five foot intervals
  - Any wetlands, fish and wildlife habitat areas, streams, slope or erosion hazard areas.
  - Boundary line of the proposed subdivision, indicated by a solid, heavy line.
  - Location, width and names of all existing or proposed platted streets or other public ways; railroad and utility rights-of-way; parks and other public open spaces.
  - Proposed on-site stormwater flow patterns.
  - Proposed location of stormwater detention and/or treatment facilities.
  - Design specifics of proposed stormwater detention and/or treatment facilities.
  - Support calculations.
- **Soils Evaluation** – To facilitate preliminary review a geotechnical report/evaluation is required. All soils evaluations must be prepared consistent with the requirements outlined in the Department of Ecology Stormwater Management Manual for Western Washington.
- **Tree Retention, Protection, and Planting Plan – two (2) copies**

- Location of all critical areas and buffers on or adjacent to the site.
- Location, size, species, and condition of all existing trees on the property.
- Clearing limits.
- Identification of trees to be retained, trees to be preserved, and location of planted trees.
- Graphic representation and written description of proposed tree protection measures and tree and vegetation planting details.
- The Tree, Retention, Protection, and Planting Plan may be combined with the Landscaping Plan or the Grading Plan, if no Landscaping Plan is required.
- Please see the Tree Conservation Regulations handout and the Tree Conservation, Land Clearing, and Site Grading Standards in the Shoreline Development Code for additional information and specific requirements.

□ **Notice Materials**

- Provide required notice materials consisting of:
  - **Two (2) sets** of mailing labels for all property owners within 500' of any boundary of the subject property.
  - A copy of the mailing label list.
  - A copy of the Assessor's map with the 500 foot boundary outlined.

Shoreline Planning & Community Development will prepare these materials in advance of permit intake/Neighborhood Meeting for a fee of \$199.00. This notice information should be requested a minimum of one week in advance of the expected submittal of the application materials and/or Neighborhood meeting to allow time for preparation. **Notice materials prepared by outside third parties will be subject to additional fees to review for completeness and any property owner omissions may necessitate restarting the notice period and/or an additional Neighborhood Meeting.**

**Notice Sign:** Required to post site on application and decision (not required at submittal). Sign and materials available at the City.

Fees effective 1/2019

**Other Issued Permits or Information** related to the Long Subdivision:

Other special studies may be required such as a wetland report, geotechnical analysis, traffic study, etc. These may be requested at the time of application or after review of the application.

**NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.**

The Development Code (Title 20) is located at [CodePublishing.com](http://CodePublishing.com)