



# PLAT ALTERATION SUBMITTAL CHECKLIST

## Planning & Community Development

The following information is typically needed in order to submit a complete application for review. Depending on the complexity of the proposal, 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 site plans and civil drawings must be drawn to an engineering scale (e.g. 1" = 20')**.

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| <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Application Form</b></li><li><input type="checkbox"/> <b>Please Review the Plat Alteration Information Sheet</b> (see attached).</li><li><input type="checkbox"/> <b>Please Review RCW 58.17.215</b> (see attached).</li><li><input type="checkbox"/> <b>Please Review Ordinance No. 857</b> (see attached).</li><li><input type="checkbox"/> <b>Submittal Fees:</b><ul style="list-style-type: none"><li>• Submittal Fee - \$199.00 (Additional fees will be due prior to approval based on City staff time spent at the rate of \$199.00/hour.)</li><li>• Notice of Application Mailing Labels - \$199.00</li></ul></li><li><input type="checkbox"/> <b>Pre-Application Meeting Date:</b><br/>_____ (ask for handout).<br/>A pre-application meeting with the City is <u>required</u> prior to submittal.</li><li><input type="checkbox"/> <b>Declaration of Applicant for Plat Alteration</b> – Form acknowledging you have mailed the Property Owner Consent Form (see attached).</li><li><input type="checkbox"/> <b>Property Owner Consent Form</b> – Mail this form to every person within the subject subdivision. Those that are returned signed, include with your application submittal (see attached).</li><li><input type="checkbox"/> <b>Proof of Ownership</b> – A copy of records from the King County Assessor’s office showing the current legal owners of each property within the subdivision (for staff verification of legal owners/signatures on petition).</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Approved Plat</b> – A copy of the approved plat sought to be altered, together with all plat amendments recorded since the date of the original approved.</li><li><input type="checkbox"/> <b>Restrictive Covenants</b> – If the subdivision is subject to restrictive covenants which were filed at the time of the approval of the subdivision, and the application for alteration would result in the violation of a covenant, the application shall include a copy of the restrictive covenants and contain an agreement signed by all parties subject to the covenants, providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the alteration of the subdivision or portion thereof.</li><li><input type="checkbox"/> <b>Vicinity Map</b> – <b>one (1) copy.</b> General location within the City of Shoreline.</li><li><input type="checkbox"/> <b>Revised Drawing of the Plat to the City’s Standard Form</b> – <b>three (2 full size and 1 reduced - 11” x 17” maximum) copies.</b> <u>Required if you are proposing changes to the plat drawing, such as removal of setbacks. If only proposing removal of written restrictions, this is not required.</u><ul style="list-style-type: none"><li>• Survey of Existing Conditions</li><li>• Any survey prepared must comply with RCW 58.09, Survey Recording Act and WAC-332-130, survey and land descriptions.</li><li>• Reference Datum.<ul style="list-style-type: none"><li>▪ Horizontal NAD83 (1991).</li><li>▪ Vertical NAVD 1998.</li></ul></li><li>• Name, address, and phone number of the person who prepared the drawing.</li><li>• Graphic scale and north arrow.</li><li>• Lot numbers and dimensions of all property lines.</li><li>• Any other information necessary to show the nature and details of the Subdivision Alteration, including any explanatory notes, if necessary.</li></ul></li></ul> |
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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

17500 Midvale Avenue North, Shoreline, Washington 98133-4905

Telephone (206) 801-2500 Fax (206) 801-2788 [pcd@shorelinewa.gov](mailto:pcd@shorelinewa.gov)

4/2019

**NOTE: Other items may be required to be submitted for a Plat Alteration Application to be consistent with the Shoreline Municipal Code. 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.**

Fees effective 1/2019

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

**OTHER PERMITS THAT MAY BE REQUIRED IN CONJUNCTION WITH PLAT ALTERATION**

- Preliminary Short Plat
- Preliminary Formal Plat
- Right-of-Way
- Site Development
- Financial guarantees for frontage and/or other improvements
- Short Subdivision - Final
- Formal Subdivision - Final