



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · TEL (360) 568-3115 FAX (360) 568-1375

SHORT PLAT – SUBMITTAL CHECKLIST

ALL SUBMITTALS **MUST** BE COMPLETE

- Short Plat Preliminary Approval Application
- Land Use Application Form
- 3 copies of a Preliminary Plat plan set**
Prepared by a professional Land Surveyor, registered in Washington State.
Maximum dimensions of 24" x 36", drawn to 1" = 20', 30', or 40' scale. The following **must** be included:
 - Name** of the proposed plat
 - Title block** including the date prepared/revised, scale, north arrow, quarter section, section, township and range number
 - Name, address, seal, and signature of the **land surveyor** who prepared the map
 - Total acreage** of land to be divided and square feet of each lot, including dimensions and lot numbers
 - Existing **land use designations**
 - Setback lines** required by the existing land use designation, with the front setback line labeled
 - Contour lines** in areas to be developed at five foot intervals. All contour lines shall show the topographical relationship of adjacent properties to the proposed plat
 - Location, name, and width of all existing and proposed **right-of-ways**, the grade of proposed streets and the pavement location of existing and proposed streets
 - Any **easements** located within or adjacent to the proposed plat
 - Location of all **existing structures** within the proposed plat, and common areas, if any
 - Preliminary **grading plan** or profile of proposed roads, if more than 500 cubic yards of earth will be moved
 - The location of known or suspected soil or geologic **hazard areas**, water bodies, and areas subject to flooding
 - Location of existing and proposed **underground utility lines**, sewer and water mains adjacent to or within the proposed plat
 - Existing or proposed **restrictions** on the use of the land
 - Critical areas** and their buffers
 - Any other information that may be required by the Planning Division, in order to review the proposed plat
- One copy of the preliminary short plat plan set, reduced to 8½" x 11", or 11" x 17"
- Accurate **legal descriptions** of existing lots, and proposed lots – **2 copies**
Must be prepared, stamped and signed by a professional land surveyor registered in Washington State, or certified by a title insurance company doing business in Snohomish County.
- List of all property owners within 300'** of the subject property
See Adjacent Property Owners List Handout
- Current plat **Certificate of Title** (dated within 30 days prior to application) – **2 copies**
Prepared by a title company, showing the names and addresses of all parties whose consent is necessary to dedicate land for public use, as well as any easements or other encumbrances. Attach referenced documentation.
- SEPA Checklist**, if applicable – **2 copies**
- Drainage report**, prepared to City Engineering Department standards – **2 copies**
- Copy of letter and **Pre-Application** checklist from the City, outlining the requirements of the subdivision, if applicable – **2 copies**
- Building elevations** for required design review of lots smaller than 7,200 square feet – **2 copies**
- If vested owner is a corporation, provide documentation of signing authority on behalf of the corporation