



# CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

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

## PRELIMINARY PLAT – SUBMITTAL CHECKLIST

### ALL SUBMITTALS **MUST** BE COMPLETE

- Preliminary Plat Approval Application
- Land Use Application Form
- IF DEVELOPER/APPLICANT IS NOT THE PROPERTY OWNER: A letter from the owner authorizing the developer/applicant to process the application on their behalf. If vested owner is listed as a corporation, provide documentation of signing authority on behalf of the corporation.
- Written description of the proposal, explaining how it meets the requirements of the Land Use Code
- 6 copies of a **Preliminary Plat plan set** - Maximum dimensions of 24" x 36"  
Prepared by a professional Land Surveyor, registered in Washington State. Drawn to 1" = 20', 30', or 40' scale. The following **must** be included:
  - Title block** including the following:
    - Name of the plat
    - Date prepared/revised
    - Scale, north arrow
    - Quarter section, section, township and range number
    - Name, address, and phone number of the preparer
  - Textual data** (on the right-hand side or along the bottom), containing the following information:
    - Name, address, and telephone number of applicant, and all persons with real or possessory interest
    - Legal description of the proposed plat
    - Existing land use designation of the subject property
    - Acreage and square footage within the plat, the number of lots proposed, and the number of lots per acre
    - Average lot size in square feet and the size of the smallest proposed lot
    - Acreage of open space to be contained in the plat, and the percentage it represents of the total land area
    - Proposed road lengths and the area/percentage of the total land area that the right-of-way represents
    - Name of the water purveyor, sanitary sewer purveyor, applicable Fire District, and applicable School District
  - Vicinity Map** identifying the location of the property, at 1" = 2,000' minimum scale. Must include the following:
    - Municipal boundaries
    - Township and section lines
    - Major roads, railroad and transmission rights-of-way
    - Water bodies, including streams, rivers, lakes, etc.
    - Adjacent land uses in each direction of the site
    - Indication of the scale
  - Total acreage** of land to be divided and square feet of each lot, including dimensions and lot numbers
  - Boundary lines** and dimensions of the tract to be subdivided
  - Lot dimensions** and square footage of each lot, with lot numbers or tract designation labels (consecutive)
  - Land use designation boundaries**, and **setback lines** (labeled) required by the existing land use designation
  - Adjacent properties** and their development status, with tax parcel numbers and names of any adjacent plats
  - Existing and proposed **Contour lines** at 2 foot or 5 foot intervals. All contour lines shall show the topographical relationship of adjacent properties to the proposed plat. Clearly show existing drainage, slopes, and road grades within the proposed development.
  - Location, name, and width of all existing and proposed **rights-of-way** or other public ways within 100 feet of the proposed plat, the grade of proposed streets and the pavement location of existing and proposed streets. Include centerline profile(s) of all proposed public and private roads within the development (may be submitted as a separate sheet).



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- Any **easements** located within or adjacent to the proposed plat
- Location of all **existing structures** (including fences, utility poles and guide wires) within the proposed plat, and within 25 feet of its external boundaries
- Parcels of land to be **dedicated or reserved** for public use, or to be reserved in the deeds for the common use of the property owners of the plat, with the purposes clearly indicated
- Base flood** elevation data, if any portion of the proposed plat is located within a flood zone area
- Location of **fire hydrants** within and near the vicinity of the plat
- The location of known or suspected soil or geologic **hazard areas**
- 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** boundaries and their buffers including steep slopes, wetlands, streams, and rivers with adequate detail of Critical Areas extending offsite. Location of proposed buffers and setbacks.
- Identification of any existing or proposed **Native Growth Protection Areas** (NGPA) and other lands within the plat where development would be restricted
- Location of existing and proposed **underground utility lines**, sewer and water mains adjacent to or within the plat
- Any other information that may be required by the City, in order to review the proposed plat
- One copy of the preliminary plat plan set, reduced to 11" x 17"
- 3 *copies* of **Landscape plans**, showing the following:
  - Location of all significant trees over 6 inches in diameter with the exception of alders and cottonwoods (provide tree species and diameter).
  - Proposed street trees and other landscaping associated with the plat
  - Existing and proposed utility alignments
- 5 *copies* of **Civil plans**
- 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
- 2 *copies* of a Current plat **Certificate of Title** (dated within 30 days prior to application)  
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.
- 2 *copies* of a **SEPA Checklist**
- 2 *copies* of a **Critical Areas study**, consistent with requirements of Title 14 SMC  
For activities proposed within or adjacent to critical areas, as defined by the City of Snohomish Comprehensive Plan. A letter from a qualified professional stating that no wetlands or streams, or their required buffers exist on the site may be submitted in place of a Critical Areas report
- 2 *copies* of a **Geotechnical Report**
- 2 *copies* of a **Traffic Study**
- 2 *copies* of a **Drainage report & plan**, prepared to City Engineering Department standards
- 2 *copies* of a **Preliminary Grading plan**, stamped by a professional Engineer, showing the following:
  - Building pads and elevations
  - Streets, sidewalks, and driveways with elevations at lot lines and crossing points
  - Retaining walls with elevations at top and bottom of footing, at 10 foot intervals
- 2 *copies* of **Pre-Application** comments from the City, if applicable