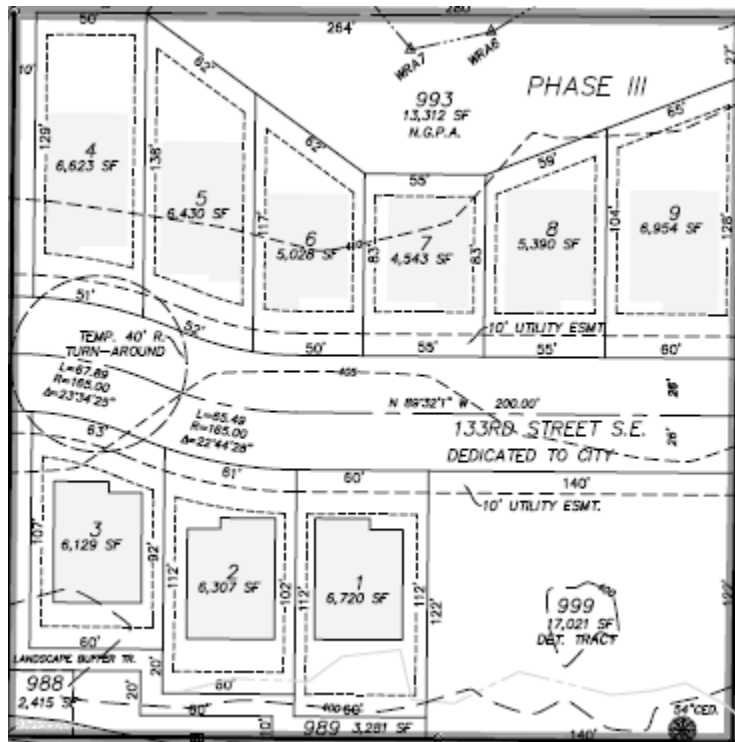




Short Plat Permit Application Packet



PLANNING DEPARTMENT
319 Main St. Sultan, WA 98294
Phone 360.793.2231 Fax 360.793.3344



Type II Permit- Short Plat Permit

INSTRUCTIONS

Below is a checklist of items that must be submitted as part of your application for a preliminary short plat. Below outlines the minimum information that must be provided on your plan sheets. Numbers in parenthesis equal the number of copies required. Please use only paper clips and/or binder clips when assembling documents. All Boundary and Topographic Surveys must be prepared by—or under the supervision of—a professional land surveyor registered in the State of Washington.

If you have any questions about what is required, or if you would like to schedule a pre-application conference, please call the Planning Department at 360.793.2231.

SUBMITTAL CHECKLIST

- ◇ (1) CD with individual pdfs of each item listed below ↓
- ◇ (1) Original plus (4) copies of the Combined Permit Application Form
- ◇ (2) Vicinity map (on 8½" X 11")
- ◇ (4) Written narrative (description of proposal)
- ◇ (2) Public notice materials (instructions attached)

SITE PLANS

- ◇ (1) Original (wet-stamped) plus (4) full size copies
- ◇ (2) 11" X 17"
- ◇ (2) 8½" X 11"

LANDSCAPE PLANS, IF REQUIRED

- ◇ (1) Original (wet-stamped) plus (4) full size copies
- ◇ (2) 11" X 17"
- ◇ (2) 8½" X 11"

TREE SURVEY, IF REQUIRED

- ◇ (1) Original (wet-stamped) plus (4) full size copies
- ◇ (2) 11" X 17"

REPORTS

- ◇ (1) Original signed SEPA checklist plus (4) copies (if required)
- ◇ (4) Soils report for site (if required)
- ◇ (4) Traffic impact analysis (if required)
- ◇ (4) Stormwater drainage report (if required)
- ◇ (4) Wetland study (if required)
- ◇ (4) Geotechnical report (if required)
- ◇ (1) Title Report – 30 days to current at time of submittal

PLAN SHEET REQUIREMENTS

Cover Sheet

- ◇ Title block (centered at top of sheet) that Includes the following:
 - ◆ City of Sultan
 - ◆ Name of proposed subdivision
 - ◆ File No. (call 360.793.1099 for correct number)
 - ◆ Section, township, & range
 - ◆ Site street address (use block # if no bldg. #)
- ◇ Site Information
 - ◆ Site address (use block # if no bldg. #)
 - ◆ Legal description of existing Lot
 - ◆ Legal descriptions of proposed Lots
 - ◆ Legal description of any area for dedication
 - ◆ Zoning designation
 - ◆ Comprehensive plan designation
 - ◆ Use classification (SMC Chapter 16.12)
 - ◆ Bulk development requirement calculations
 - Total number of proposed lots
 - Total number of proposed lots per Acre
 - Average proposed lot size
 - Size of each lot (both in acreage and square feet)
 - Total area (acreage and square footage) of park and recreation usable open space, if provided
 - Proposed net density (less open space, roads, dedications, etc.)
 - ◆ Park and recreation usable open space calculations (if applicable)
 - ◆ Adjacent street names & classifications
 - ◆ Screening types provided (if required indicate for each lot line)
 - ◆ Special districts: (Ex: School & Fire)
 - ◆ Utility provider (sewer & water)
 - ◆ Critical area types located on-site (if applicable)
 - ◆ Shoreline classification (if applicable)
- ◇ Sheet index.
- ◇ Date plans were prepared and/or revised.
- ◇ Vicinity map (include north arrow, scale, and pinpoint site location).
- ◇ Name and address of the applicant, owner, & Engineer and Surveyor.

Site Plan Sheet

- ◇ Title bar (locate at bottom or along right edge of sheet) that includes the following:
 - ◆ Date drawing was prepared or revised.
 - ◆ Project name & location.
 - ◆ Name, address, & phone number of applicant, owner, Engineer, & Surveyor.
- ◇ North arrow, graphic scale (1"-50' or larger), & legend.
- ◇ Existing lot lines within or adjacent to the project site.
- ◇ Existing and proposed rights-of-way (include dimensions & street name).
- ◇ Existing and proposed easements (include dimensions).
- ◇ Existing critical area boundaries and associated buffers on-site and within 150ft. of site

- ◇ Location of existing buildings on-site (include existing and proposed setbacks) and label any buildings that are to be removed.
- ◇ Site ingress/egress (existing and/or proposed).
- ◇ Frontage improvements with dimensions (if required).
- ◇ Location of existing and proposed utility lines, sewer lines, and water mains adjacent to or within the proposed subdivision.
- ◇ Building envelope (for lots with critical areas and/or unusual shape and topography only)
- ◇ Existing critical area boundaries and associated buffers on-site and within 150ft. of site.
- ◇ Location of recreation and usable open space, if provided (include perimeter dimensions and square footage).
- ◇ Preliminary grading and reclamation plan.
- ◇ Preliminary drainage plan showing existing and proposed drainage facilities for the site and adjacent areas.
- ◇ Location of all private or community wells within the proposed subdivision and within 100 feet of the proposed subdivision.
- ◇ Contour lines at 5 (five) foot intervals.

Landscape Plan Sheet

- ◇ Plant schedule and legend showing scientific and common names for each type of tree, shrub, and ground cover and their quantity, planting size mature size, and symbol.
- ◇ North arrow, graphic scale (1" - 20'), & legend
- ◇ Tree, shrub and lawn planting details
- ◇ Location and spacing of all trees, shrubs, and plants (including existing trees to be preserved)
- ◇ Irrigation plans & details (if required)
- ◇ Parking area shading calculation (if applicable)
- ◇ Dimensions for each landscape area, including frontage, lot boundary, and vehicle accommodation area landscaping.



Type II Permit- Public Notice Materials

INSTRUCTIONS:

Below is a checklist of items that must be submitted as part of your permit application or land use request as indicated in the Submittal Checklist. Numbers in parenthesis equal the number of copies required. Please use only paper clips and/or binder clips when assembling documents.

These materials must be submitted concurrently with all other required submittals as indicated in the Submittal Checklist.

➔ For your convenience, when requesting these materials from Snohomish County, links to access their request forms are listed below.

Instructions for records requests:

<http://snohomishcountywa.gov/1704/Public-Records>

Form 1: Record Request

<http://snohomishcountywa.gov/DocumentCenter/View/18735>

Form 2: Release for List of Individuals

<http://snohomishcountywa.gov/DocumentCenter/View/18736>

➔ These materials can also be obtained through any Title Company.

SUBMITTAL CHECKLIST:

- ◇ (1) Snohomish County Assessor's Quarter Section Map including the following:
 - ◆ Show Subject Property
 - ◆ Show 300 ft. Boundary
- ◇ (1) Current Owner List (of properties within 300ft. radius) hard copy mailing labels
- ◇ (1) Current Owner List (of properties within 300ft. radius) submitted electronically in an excel spreadsheet format with the following:
 - ◆ Tax Parcel ID Number(s)
 - ◆ Owner(s) Full Name(s)
 - ◆ Owner(s) Mailing Address(es)
- ◆ Include "Current Resident" & Mailing Address (if property owner doesn't reside at the property)



TYPE II PERMIT APPLICATION- FINAL SHORT PLAT

Date Received:

APPLICANT INFORMATION

Name(s)	
Address	
Phone (main)	
Phone (cell)	
Email	

CONTACT INFORMATION

Name(s)	
Address	
Phone (main)	
Phone (cell)	
Email	

CONSULTANT INFORMATION

Surveyor	
Address	
Phone (main)	
Phone (cell)	
Email	
Engineer	
Address	
Phone (main)	
Phone (cell)	
Additional Contact(s)	
Address	
Phone (main)	
Phone (cell)	
Email	

GENERAL INFORMATION

Property Address & Location	
Total acres of proposal	
Tax Parcel ID# (list all)	
Existing Use of Property	
Water Supply (current & Proposed)	
Sewer Supply (current & Proposed)	
PROJECT DESCRIPTION	
DATE OF PRE-APPLICATION (IF APPLICABLE)	

APPLICANT CERTIFICATION

I certify that I am the Owner or Owner’s authorized agent. If acting as an authorized agent, I further certify that I am authorized to act as the Owners agent regarding the property at the above referenced address for the purpose of filing applications for permits or review under the Sultan Municipal Code and I have full power and authority to perform on behalf of the Owner all acts required to enable the City to process and review such applications.

I do hereby declare under penalty of perjury under the laws of the state of Washington that I have familiarized myself with the rules and regulations with respect to preparing and filing this application and that the statements and information submitted herewith are in all respects true and correct to the best of my knowledge and belief.

DATED AT _____, Washington on this date: _____
 Applicant’s Signature: _____

REAL PROPERTY OWNER CERTIFICATION

I do hereby declare under penalty of perjury under the laws of the state of Washington that I am the owner of the subject property or an officer/member of the entity owning the subject property, that it is my desire to seek the subject land use permit, and that I will abide by any requirements and conditions that may be part of the approval of this request. I also hereby grant permission for City employees, agents of the City and/or other agency officials to enter the subject property, if necessary, for the purpose of site inspections.

DATED AT _____, Washington on this date: _____

Owner's Signature: _____

All other property owners of the subject property must also sign below (attach additional sheets if necessary):

1) Name: _____ Signature: _____
Address: _____ Phone: _____

2) Name: _____ Signature: _____
Address: _____ Phone: _____

3) Name: _____ Signature: _____
Address: _____ Phone: _____

4) Name: _____ Signature: _____
Address: _____ Phone: _____



TYPE II PERMIT APPLICATION- PRELIMINARY SHORT PLAT

Date Received:	
APPLICANT INFORMATION	
Name(s)	
Address	
Phone (main)	
Phone (cell)	
Email	
CONTACT INFORMATION	
Name(s)	
Address	
Phone (main)	
Phone (cell)	
Email	
CONSULTANT INFORMATION	
Surveyor	
Address	
Phone (main)	
Phone (cell)	
Email	
Engineer	
Address	
Phone (main)	
Phone (cell)	
Additional Contact(s)	
Address	
Phone (main)	
Phone (cell)	
Email	
GENERAL INFORMATION	
Property Address & Location	
Total acres of proposal	

Tax Parcel ID# (list all)	
Existing Use of Property	
Water Supply (current & Proposed)	
Sewer Supply (current & Proposed)	
PROJECT DESCRIPTION	
DATE OF PRE-APPLICATION (IF APPLICABLE)	

APPLICANT CERTIFICATION

I certify that I am the Owner or Owner’s authorized agent. If acting as an authorized agent, I further certify that I am authorized to act as the Owners agent regarding the property at the above referenced address for the purpose of filing applications for permits or review under the Sultan Municipal Code and I have full power and authority to perform on behalf of the Owner all acts required to enable the City to process and review such applications.

I do hereby declare under penalty of perjury under the laws of the state of Washington that I have familiarized myself with the rules and regulations with respect to preparing and filing this application and that the statements and information submitted herewith are in all respects true and correct to the best of my knowledge and belief.

DATED AT _____, Washington on this date: _____
 Applicant’s Signature: _____

REAL PROPERTY OWNER CERTIFICATION

I do hereby declare under penalty of perjury under the laws of the state of Washington that I am the owner of the subject property or an officer/member of the entity owning the subject property, that it is my desire to seek the subject land use permit, and that I will abide by any requirements and conditions that may be part of the approval of this request. I also hereby grant permission for City employees, agents of the City and/or other agency officials to enter the subject property, if necessary, for the purpose of site inspections.

DATED AT _____, Washington on this date: _____
 Owner’s Signature: _____

All other property owners of the subject property must also sign below (attach additional sheets if necessary):

1) Name: _____ Signature: _____
Address: _____ Phone: _____

2) Name: _____ Signature: _____
Address: _____ Phone: _____

3) Name: _____ Signature: _____
Address: _____ Phone: _____

4) Name: _____ Signature: _____
Address: _____ Phone: _____