

PRELIMINARY SHORT PLAT APPLICATION

For Department Use Only:	Application Number: <u>SHP19-002</u>
Application Fee of \$825.00	Associated Applications: <u>PRE19-013</u>
Receipt Number: _____	_____
Date: _____	_____
Clerk: _____	Latecomer/DRCA: _____
	Parcel No. <u>033019 140100</u>

1. **PROPERTY OWNER:** (If there are more owners, attach additional sheet with names, addresses, contact information and signatures.)

Name: _____ Phone: _____

Mailing Address: _____

Property Address: _____

Phone: _____ Fax: _____

Email: _____ Alt. Phone: _____

2. **DESIGNATED CONTACT PERSON (THE PERSON WHO WILL RECEIVE AND DISSEMINATE ALL CORRESPONDENCE FROM THE CITY).**

Name: _____ Phone: _____

Mailing Address: _____

City and Zip Code: _____

Phone: _____ Fax: _____

Email: _____ Alt. Phone: _____

3. **SURVEYOR:**

Name: _____ Phone: _____

Mailing Address: _____

City and Zip Code: _____ Email: _____

4. **ENGINEER:**

Name: _____ Phone: _____

Mailing Address: _____

City and Zip Code: _____ Email: _____

5. **PROPERTY:**

Zone: _____ Current Size (Sq.Ft.) _____

Proposed Size (Sq. Ft.): Lot 1: _____ Lot 2: _____

Lot 3: _____ Lot 4: _____

Source of Water: _____

Sewage Disposal: _____

Statement of existing drainage conditions of site: _____

Statement of soils type and condition: _____

I CERTIFY THAT THE INFORMATION FURNISHED BY ME AS PART OF THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Property Owner (Please Print Name after Signature)

Date

Property Owner (Please Print Name after Signature)

Date

This certificate provides the Department of Community Development with information necessary to evaluate development proposals.

City of Sequim
Dept. of Community Development
152 W. Cedar St.
Sequim, WA 98188

CERTIFICATE OF WATER AVAILABILITY

File No. _____

PART A: (TO BE COMPLETED BY APPLICANT)

1. Owner Name/Address/Phone: _____

Agent or Contact Person/Name/Phone: _____

Site Address (Attach map and legal description): _____

2. This certificate is submitted as part of an application for:

___ Residential Building Permit ___ Preliminary Plat ___ Short Subdivision
___ Commercial/Industrial Bldg. Permit ___ Rezone ___ Other: _____

3. Estimated number of service connections and meter size(s): _____

4. Vehicular distance from nearest hydrant to the rear of the furthest structure: ___ ft.

5. Minimum needs of development for fire flows: ___ gpm at a residual pressure of 20 psi.

Source of minimum flow requirement:

___ Fire Marshal ___ Developer's Engineer ___ City
___ Insurance Underwriter ___ Utility ___ Other: _____

1. Area is served by: _____
(Utility)

Owner/Agent's Signature: _____ Date: _____



COMMUNITY DEVELOPMENT/PUBLIC WORKS

PRELIMINARY SHORT PLAT

APPLICATION REVIEW CHECKLIST










The following materials are the **minimum** materials that must be submitted to review your application to determine that it is complete or incomplete as provided for under RCW 36.70B.070. Additional information may be required after review of your proposal. This checklist is provided for your benefit and to aid the City in determining if your application contains the minimum information necessary to review your application. A “Determination of Completeness” (DOC) will be issued within 28 days of acceptance stating whether your application is complete or incomplete (DOI). Please do not turn in your application until all items which apply to your proposal have been checked off. **Submittals will not be accepted or acted upon unless complete. Also this application will not be accepted if you have not had a pre-application meeting with the City.** If you have any questions, contact the Department of Community Development at 360-683-4908.

RETURN COMPLETED CHECKLISTS PART I AND PART II WITH YOUR APPLICATION OR APPLICATION WILL NOT BE ACCEPTED.

<i>For Office Use Only</i>	
Date Reviewed: _____	Date of Pre-App Meeting: _____


PLAN SUBMITTAL – PART I		Applicant	Staff
1	<i>Short Plat Application</i> is filled out, original and eight (8) copies submitted .		✓
2	<i>Environmental Checklist</i> is filled out, original and eight (8) copies submitted (if SEPA is required).		N/A
3	<i>Pre-application checklist and comment sheets</i> , and a preliminary sketch or conceptual design pursuant to SMC 17.12.015, and a vicinity map and tax assessor’s parcel map, with the location of the subject property clearly marked, five (5) copies.		✓
4	A <i>legal description</i> of the subject property, certified by a Professional Land Surveyor registered in the State of Washington.		✓

PLAN SUBMITTAL – PART I (Continued)		Applicant	Staff
5	A <i>letter of availability</i> from the appropriate water district, six (6) copies (if water is not provided by the City of Sequim).		N/A
6	A <i>Subdivision Guarantee Title Report</i> or other proof of ownership which documents any previous land use approvals (dated within last 90 days), six (6) copies.		✓
7	One paper reduction of each oversized plan to 8 ½” x 11”.		
9	All oversized plans folded to 8 1/2" x 14". <i>Please do not bring plans that are rolled up.</i>		✓
9	Lot closure calculations, six (6) copies.		✓
10	County Assessor's Map(s) showing a 300’ radius around edges of subject property.		N/A
11	One set of stamped, legal size envelopes addressed to each property owner within of the subject property with the return address for the City of Sequim Department of Community Development (see directions on page 3). A return address stamp is available for your use upon request. (NO METERED MAIL)		✓
12	A photocopy or printout of names and addresses. Please make an 8 ½” x 11” copy of the address labels before placing on the envelopes.		✓

PLAN SUBMITTAL – PART II PRELIMINARY SHORT PLAT DRAWING FORMAT & CONTENT REQUIREMENTS DRAWN TO SCALE <i>(Site plan requirements checklist must be completed by the engineer, surveyor, or architect AND seven (7) copies submitted or submittal will be DENIED)</i>		Engineer	Staff
The preliminary plat shall serve as the primary reference by which the City evaluates any proposal for subdivision, and as the basis for any subsequent conditions for approval. The preliminary plat drawing shall include the following:			
13	The preliminary plat shall be prepared by a professional land surveyor and drawn to a scale of not less than one inch per hundred feet (100:1) and at a scale that clearly conveys pertinent information.		
14	Names of the property owner, the licensed land surveyor, and the licensed civil engineer submitting and preparing the application.		
15	Legal description of the subject property referenced to section, township, and range, and to the nearest established street lines or monuments.		
16	Datum, basis of bearings, and ties to a minimum of two existing section monuments.		
17	North point and a graphic scale.		
18	Subdivision or plan name.		
19	Existing government survey section lines.		
20	Complete documentation of the recording number, date and method of each immediately preceding subdivision or binding site plan affecting the subject property. (If applicable)		N/A
21	Complete documentation of the recording number, date and method of any immediately preceding lot merger or lot line adjustment affecting the property. (If applicable)		N/A

22	Location of all existing survey monuments.		✓
23	Location of existing property lines, indicated by heavy broken lines.		
24	Bearings and lengths of each property line.		✓
25	Area and other dimensions of each proposed lot, tract or parcel.		✓
26	Total acreage of the land to be subdivided.		✓
27	Proportion and location of total acreage to be maintained as common recreation open space or public or private dedications for lands, trails, parks or passive and active recreation, where required under SMC 17.28.025 & 050.		N/A
28	Location of existing and proposed buildings and structures.		✓
29	Size and location of existing streets and alleys, public or private.		✓
30	Preliminary road plans including proposed streets, including names; ROW and Roadway widths; approximate grades and gradients, sections, and profiles; similar data for alleys, if any.		✓
31	Streets on and adjacent to the tract, including the name and right-of-way (ROW) width, and location; type, width and elevation of surfacing; any legally established centerline elevation; walks, curbs, gutter, culverts, etc.		
32	Statement of soil types and drainage analysis conducted pursuant to Title 13 SMC.		

33	The size and location of streams, irrigation ditches, drainage ditches, wetlands, ponds, floodways or other water courses on or within 200' of the proposed project, where applicable, including critical area buffers as required under SMC 18.80 and ordinary high water marks and other boundaries		N/A
34	Location, extent, and type of wooded areas and all trees greater than eight inches in diameter, or identified as species of local "Significance" (such as Garry Oaks).		N/A
35	Any recorded use limitations or abatements. Copies of any existing and/or proposed deed restrictions or covenants.		N/A
36	Draft maintenance agreements and proposed management entities responsible for tax payments and maintenance of common facilities (such as roads, stormwater facilities, open spaces, trails, parks, etc.)		N/A
37	Proposed and existing easements for ingress, egress, utility corridors, irrigation ditch access, and other easements showing location width and purpose.		
38	Other lines of ingress/egress.		
39	Location of any on-site fire hydrants, or the nearest hydrant from lots without hydrants.		✓
40	All areas and dimensions shall be portrayed to the nearest one hundredth (1/100) of a foot. Angles and bearings shall be portrayed in degrees, minutes, and seconds.		✓
41	Utilities on and adjacent to the tract, including location, size, and invert elevation of sanitary, storm and combined sewers; location and size of water mains; location of gas lines, fire hydrants, electric and telephone poles, and street lights. If water mains and sewers are not on or adjacent to the tract, indicate the direction and distance to, and size of nearest ones, showing invert elevation of sewers.		

42	Preliminary utility plans, including provisions for water, sewer, underground power where appropriate, telecommunications, and solid waste disposal.		
43	Preliminary stormwater drainage plans, prepared consistent with the requirements of SMC Title <u>13</u> .		
44	Location and extent of steep slopes (more than 15%) and other significant physical features. Topographic contours and elevations at five (5) foot intervals for slopes less than or equal to five percent (5%) and at two (2) foot intervals for slopes greater than five percent to accurately predict drainage characteristics of the property. The topographic contours shall be provided by a Land Surveyor licensed in Washington State. Off-site topographic contours on adjacent property may be required to provide supplemental information.		
45	Preliminary clearing and grading plans, including cut and fill amounts.		
46	Any additional materials, as determined by the department during the required pre-application meeting, to be necessary to fully evaluate the application.		
47	<p>Conditions on adjacent land including:</p> <ul style="list-style-type: none"> ❑ The approximate direction and gradient ground slope, including any embankments or retaining walls; ❑ Character and location of buildings, power lines, towers, and other nearby non-residential land uses or platted land; ❑ Refer to subdivision plat by name recording date, volume and page number, and show approximate percent built up, typical lot size, and dwelling type. 		
48	Zoning on and adjacent to the plat.		
49	A scaled vicinity map showing the subject property in reference to surrounding properties, streets, subdivisions, municipal boundaries, identified critical areas within 500' of the subject property, and including a north arrow. Key plan showing the location of the tract.		

NOTICE BOARD

The notice board shall be four feet (4') by four feet (4') and shall have a sky blue background with white lettering for the City logo, "Public Notification", and contact information. Project lettering, stating the land use/project action shall be blue or black on a white background. Lettering size shall be the following (the illustration below is an example. The type of action, dates, and all pertinent information will be supplied by the City):

- a. Helvetica or similar standard type face;

