

E.	Contact Person:	Phone #
	Name: _____	
	Address: _____	
	City, state, zip: _____	
	E-mail address: _____	
F.	Project Description/Activity:	

G.	Project address and/or location: _____	
	Parcel ID#: _____	Parcel acreage: _____

II. PROPOSAL INFORMATION

Specific permit information. The following information will enable staff to provide a timely review. Preliminary plat approvals (long and short) expire five years after approval. One extension may be granted, not to exceed 24 months (BMC 18.16.030).

Definitions:

18.12.070 Lot. "Lot" means a fractional part of subdivided lands having fixed boundaries, being of sufficient area and dimension to meet minimum zoning requirements for width and area.

18.12.100 Plat, preliminary. "Preliminary plat" means a neat and approximate drawing of a proposed subdivision showing the general layout of streets and alleys, lots, blocks, and restrictive covenants or conditions to be applicable to the subdivision, and other elements of a plat or subdivision which shall furnish a basis for the approval or disapproval of the general layout of a subdivision.

RCW 58.17.020 Definitions. As used in this chapter, unless the context or subject matter clearly requires otherwise, the words or phrases defined in this section shall have the indicated meanings.

- (1) "**Subdivision**" is the division or redivision of land into five or more lots, tracts, parcels, sites, or divisions for the purpose of sale, lease, or transfer of ownership, except as provided in subsection (6) of this section.
- (2) "**Plat**" is a map or representation of a subdivision, showing thereon the division of a tract or parcel of land into lots, blocks, streets and alleys, or other divisions and dedications.
- (6) "**Short subdivision**" is the division or redivision of land into four or fewer lots, tracts, parcels, sites, or divisions for the purpose of sale, lease, or transfer of ownership. ...
- (7) "**Binding site plan**" means a drawing to a scale specified by local ordinance which: (a) Identifies and shows the areas and locations of all streets, roads, improvements, utilities, open spaces, and any other matters specified by local regulations; (b) contains inscriptions or attachments setting forth such appropriate limitations and the site plan; and (c) contains provisions making any development be in conformity with the site plan.
- (8) "**Short plat**" is the map or representation of a short subdivision.

A. General information.

1. Previous Permits:

Have any permits been previously granted for the property? Yes No
 If yes, please list permit numbers and/or dates below:

2. Within the vicinity of the subject property (about 300 feet), do you know or suspect the existence of the following:

Streams Yes No | **drainage course** Yes No | **wetlands** Yes No

If yes, please describe:

B. Plat development information.

1. Are you proposing any of the following:
2. Subdivision monument sign: Y N
3. Model home before subdivision is approved: Y N
4. Other (specify): _____ Y N
5. Other (specify): _____ Y N
6. Please describe the historic use of the property below (agriculture, commercial, residential, etc.) along with any other historically significant information:

7. Provide the comprehensive plan designation, zone and current use of the parcels surrounding the parcel(s):

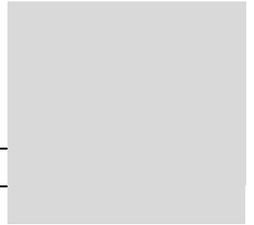
Direction	Comp plan designation	Zone	Current use
North			
South			
East			
West			

8. Proposed storm pond size: _____ Report date: _____

C. Zoning information.

1. Zone: R-6,000 R-8,000 R-20,000 Other: _____
2. Comprehensive plan designation: ULD UHD C&MU Other: _____
3. Maximum lot coverage percentage: 60% 55% 45% Other: _____%
4. Number of original lots: _____
5. Original lot area: _____ sf Original lot area: _____ sf
 Original lot area: _____ sf Original lot area: _____ sf
Total original lot area: _____ sf
6. Max. lot coverage for original lot area: _____ sf
7. Area of proposed street: _____ sf
8. Proposed number of lots: _____
9. Ave. proposed lot size: _____ sf Type of average: Mean / median/ mode
10. The city must assume each proposed lot will develop to the maximum lot coverage allowed. Please use the average lot size above, times the number of lots, times the maximum lot coverage percentage:
 Average lot size _____ sf Maximum lot
 times #lots: _____ coverage for all lots: _____ sf
11. Max. lot coverage for all lots plus street area: _____ sf
 Is this area greater than or less than the maximum lot coverage for the original lot? greater than / less than

If the proposed lot coverage is greater than the maximum lot coverage allowed for the original lot, how will the plat reduce the amount of proposed impervious surfaces to at least equal the maximum lot coverage permitted?



D. APPLICANT CERTIFICATION:

I hereby certify that:

1. I have read and examined this application and know the same to be true and correct.
2. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.
3. The granting of a permit does not provide authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.
4. I understand and agree to abide by any conditions of approval.

SIGNATURE OF APPLICANT*

Date

* (Must be the owner of the property or have a documented legal ownership interest verified by the City)

III. SUBMITTAL REQUIREMENTS	Included	N/A
A. General Permit Information Page (Section I)	<input type="checkbox"/>	<input type="checkbox"/>
B. Application form (completed and signed) (Section II)	<input type="checkbox"/>	<input type="checkbox"/>
C. Permit filing fee	<input type="checkbox"/>	<input type="checkbox"/>
D. Ownership and consent statement (declaration) as required by RCW 58.17.165	<input type="checkbox"/>	<input type="checkbox"/>
E. A certificate of title from a title insurance company showing ownership of the land to be subdivided, no older than 30 days including legal description of all lots or parcels involved in the project, all parties with legal interest in property, and all existing and/or proposed easements or covenants of record affecting the property and proof showing the date that the total parcel, as it is now legally described, was originally created.	<input type="checkbox"/>	<input type="checkbox"/>
F. Stamped envelopes with the names and addresses of registered owners of all property within 300 feet plus any right-of-way of existing streets adjacent to the development from the boundaries of property under the applicant's contiguous ownership.	<input type="checkbox"/>	<input type="checkbox"/>
G. Provide a letter of water availability	<input type="checkbox"/>	<input type="checkbox"/>
H. Provide a letter of sewer availability	<input type="checkbox"/>	<input type="checkbox"/>
I. Environmental checklist (SEPA), completed and signed, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
J. Drainage study	<input type="checkbox"/>	<input type="checkbox"/>
K. Critical Areas report, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
L. Provide a written discussion of the range and intensity of typical uses that will occur on the property and an analysis of the projected need for public services specifically including but not limited to trip generation; domestic water consumption and fire flow requirements; Sanitary sewage generation; and storm water runoff	<input type="checkbox"/>	<input type="checkbox"/>

IV. MAP CHECKLIST	Included	N/A
The site plan drawing(s) shall show the remaining items listed below on one or more pages, as appropriate for the proposal to clearly show the following items:		
a. Quantity and sheet size		
i. 3 each - 18 inches by 24 inches	<input type="checkbox"/>	<input type="checkbox"/>
ii. 2 each – 11 inches by 17 inches		
b. Scale		
i. Maximum scale 1-inch equals 50 feet (1" = 50') OR		
ii. Preferred scale 1-inch equals 20 feet (1" = 20')		
c. Electronic PDF of all submittal materials	<input type="checkbox"/>	<input type="checkbox"/>
A. Each page of the drawings shall show:		
a. Title of the project/subdivision and file number	<input type="checkbox"/>	<input type="checkbox"/>
b. True north arrow	<input type="checkbox"/>	<input type="checkbox"/>
c. Map scale, not to exceed one inch equals 50 feet; preferred one inch equals 20 feet	<input type="checkbox"/>	<input type="checkbox"/>
d. Section, township and range	<input type="checkbox"/>	<input type="checkbox"/>
e. Sheet identification for the individual plan, as required on the application	<input type="checkbox"/>	<input type="checkbox"/>
f. Applicant	<input type="checkbox"/>	<input type="checkbox"/>
g. Engineer/Surveyor	<input type="checkbox"/>	<input type="checkbox"/>

- h. Revision date □ □
- i. Assessor's parcel number(s) for application □ □
- j. All adjoining public or private roads/streets with identifying names and width of the existing right-of-way of adjacent roads/streets □ □

- B. Cover Sheet
 - a. Certification of registered civil engineer or land surveyor, certifying to accuracy of plat and survey. □ □
 - b. Spaces for approvals shall be shown, with signature and date, on the face of the final plat map: mayor, city engineer, planning director, city attorney, utilities superintendent, fire chief, Pierce County assessor/treasurer, Pierce County auditor □ □
 - c. Final plat certification as shown in BMC 18.24.070 □ □
 - d. Space or a second sheet shall be reserved for conditions □ □

- C. Vicinity map to include the following: □ □
 - a. Drawn to a scale of four inches equals one mile □ □
 - b. Show sufficient detail to orient the location of the original tract □ □
 - c. Names of streets and other landmarks □ □
 - d. Zoning designation(s) □ □

- D. A survey of the proposed subdivision; preparation of the plat shall be made by or under the supervision of a registered land surveyor who shall certify on the plat that it is a true and correct representation of the lands actually surveyed □ □

- E. A complete survey of the lot/plat in which the project is located, with complete field and computation notes showing original and re-established corners with the description of the same and actual traverse showing error of closure and method of balancing, with sketch showing all distances, angles, and calculations required to determine corners, and distances of the plat; allowable errors of closure shall not exceed one foot in 4,000 feet. Survey shall also include the following:
 - i. Existing and proposed natural features on the subject parcel and on adjacent parcels
 - ii. Existing and proposed topographic contours at one-foot intervals, unless steep slope topography is on the site, then two-foot or five-foot contour intervals may be approved by the planning director or the city engineer □ □
 - iii. Show natural drain ways and water courses including drainage ditches.
 - iv. Identification and delineation of critical areas(w/type & buffer if applicable)
 - v. Dimension distances between existing structures, with note to be removed on the preliminary plat, if the structures are to be removed prior to final plat recording

- F. Legal description of all lots or parcels involved in the project □ □
- G. Name and address of the owner of record of the original tract □ □
- H. Existing and proposed access ways for vehicles on both public and private □ □

- streets including width and location of access to all lots.
- I. Profiles showing existing ground surface and proposed street grades, including extensions for a reasonable distance beyond the limits of the proposed subdivision and typical cross-sections of the proposed grading, roadway and sidewalk as per adopted city standards. The profiles shall be drawn to city standards, scales and elevations on file in the office of the city clerk, and shall be based on a datum plane approved by the city engineer
 - J. Number to identify each lot and each block with blank spaces reserved for future addresses to be filled prior to final plat
 - K. Proposed preliminary landscaping plans
 - L. Existing and proposed lighting
 - M. Existing and proposed parking facilities
 - N. Existing and proposed signs
 - O. Conceptual utilities plan on one or more sheets, showing the location and size of existing and proposed utilities, including water, natural gas, sanitary sewer, storm water facilities and easements. These drawings may be shown on a smaller size than the required sheet size for the plat map
 - P. Statement by owner dedicating roads, rights-of-way, easements and any sites for public purposes as required by BMC [18.2 4.070](#)
 - Q. Protective covenants in form for recording
 - R. Primary control points, approved by the city engineer, or descriptions and “ties” to such control points, to which all dimensions, angles, bearings and similar data on the plat shall be referred
 - S. Recorded names of subdivision(s) adjacent to the site
 - T. Location and description of all monuments
 - U. Name and right-of-way width of each road or other right-of-way
 - V. Purpose for which sites, other than residential lots, are dedicated or reserved, and the site shall be labeled Tract A, B, etc., with their dedicated use (storm, park, etc.)
 - W. Show existing and proposed boundary lines, dimensions and bearings of the original parcel; tract boundary lines, right-of-way lines of streets, easements and other rights-of-way, and property lines of residential lots and other sites, with accurate dimensions, bearings or deflection angles, and radii, arcs and central angles of all curves
 - X. Number to identify each lot and each block
 - Y. Location, dimensions and purpose of any existing and proposed easement
 - Z. Minimum building setback lines from all lot boundaries, including additional setbacks in front of the proposed garage area to permit vehicular turnaround on flag lots or other lots without street frontage, to be indicated by a dashed line