Subdivision Preliminary Plat Submittal Requirements

P.O. Box 9, 230 Davidson Avenue
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The following checklist identifies information to be included with the application for Subdivision Preliminary Plat. ***All the following information must be submitted and the application fees must be paid*** before the application is deemed complete. Please refer to the Woodland Municipal Code (WMC) Chapter 16.08. for more information.

I) Application Fees **–** See the fee schedule. The check shall be made payable to "City of Woodland". Additional applicable fees will be charged if other applications are attached including Shoreline Substantial Development Permit, Critical Area Permit, Variance, etc.

1. **Land Use Application Form –** Shall be completed and the original signed by the applicant.

2. **Ownership Certification**

3. **Request for Utility Services Form**

4. **Completed SEPA Checklist -** Shall be completed and returned with the appropriate fee.

5. **Completed Critical Areas Checklist -** If critical areas are present on the site or within 200 feet, a Critical Area Report shall be submitted unless exempt pursuant to WMC 15.08. Submit with the applicable fee.

6. **Shoreline Substantial Development Permit, if applicable**

7. **Legal Description –** Supplied by a title company or surveyor licensed by the State of Washington.

8. **Narrative** - A written narrative shall elaborate on the proposal.

9. **Proposed Articles of Incorporation, Bylaws, and Covenants, Conditions, and Restrictions (CCRs), if applicable.**

10. **Traffic Impact Analysis** - If required by the Public Works Director.

11. Agreement to Reimburse

II) <u>Eight (8) folded and collated copies of the following information:</u>

Proposed Plat – **i) <u>full size copies</u>** (18” x 24”) drawn to scale (not less than 1”= 20’ and not more than 1”=50’), and **ii) <u>reduced copies</u>** (11” x 17” or 8 1/2” x 11”) showing at a minimum the following:

a) A master plan if the property is proposed to be developed by subdivision phases.
b) Name of the proposed Subdivision, date, scale, and north arrow.
c) Applicant’s name, address, phone and fax number, and email address.
d) Property owner’s name, address, phone and fax number, and email address.
e) Contact person’s name, address, phone and fax number, and email address.
f) Legal description including Section, Township, Range, and Donation Land Claim.
g) Vicinity map.
h) Location of the City Limit and Urban Growth Boundary (UGB), if applicable.
i) Parcel numbers of all existing parcels.
j) Location and description of the environmental features including Critical Areas.
k) The existing and proposed contours with intervals of five (5) feet or less if the site has steep slope(s) greater than 10%.
l) The Base Flood Elevation (BFE) benchmarks surveyed by a professional surveyor or engineer if the proposed Subdivision is located in the 100-year floodplain.
m) The ordinary high water mark boundaries surveyed by a professional surveyor or engineer if the proposed Subdivision is located within 200 feet from a river, stream, lake, etc.
n) The square footage of all existing and proposed parcels.
o) Location and length of existing and proposed property lines.
p) Proposed number assigned to each lot and block, with lots numbered consecutively in a block.
q) Existing structures on site. Indicate whether structures are to remain or be removed.
r) Identify use(s) of all existing and proposed structures.
s) Setbacks to all existing and proposed structures from the proposed property lines.
t) Location and names of existing and proposed right-of-way widths, streets, curbs, gutters, sidewalks, driveways, drive isles, off-street parking, railroads, alleys, bicycle parking, and pedestrian and bicycle pathways.
u) Area(s) proposed to be dedicated.
v) A conceptual grading plan showing proposed clearing and vegetation retention, as well as, proposed topography detailed to five (5) foot contours, if applicable.
w) Location of existing and proposed private and public easements.
x) Location of existing and proposed private and public above ground and below ground utilities.
y) Location, dimensions, and screening of proposed outdoor ground level mechanical equipment, garbage receptacles, and recycling containers.
z) Location and dimensions of existing and proposed recreational areas and open spaces, if applicable.

aa) Location and dimension of all existing and proposed fences, if applicable.
bb) Location and dimension of all existing and proposed signs, if applicable.
cc) Proposed lighting plan, if applicable.
dd) Proposed landscaping plan, if applicable.
ee) Future development plans, if applicable.
ff) The front yard and street side yard setbacks for each proposed lot per WMC 17.
gg) Any additional information determined to be necessary to demonstrate compliance with any other portions of the Woodland Municipal Code (WMC).