



Building, Planning and Engineering
Sedro-Woolley Municipal Building
325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360)855-0771
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PRELIMINARY PLAT APPLICATION

APPLICATION NUMBER: _____

Proposed name of Subdivision: _____

Location (cross street names and addresses, if they exist): _____

Assessor's Parcel number(s): _____

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____ email: _____

Owner: _____

Owner Address: _____

Owner Phone: _____ email: _____

I am applying for the following variances or other permits at the same time: _____

Zoning Designation: _____ Flood zone: _____

Total site size in acres: _____ Critical Areas by type and acres: _____

Number of lots proposed: _____ Number of housing units proposed: _____

Describe existing conditions on and adjacent to site: _____

Application Checklist:

- A. Pre-application file #: _____ Pre-application date: _____
- B. State Environment Policy Act (SEPA). The applicant shall submit a SEPA Checklist or environmental impact statement (EIS), including a site plan and associated fees, with an application for a subdivision. The SEPA Checklist or EIS shall be reviewed by the SEPA official. Upon determination by the Planning Department that the SEPA Checklist is complete and accurate, thirteen (13) copies of the checklist will be required. No public hearing on a subdivision proposal shall be scheduled prior to the issuance of a determination of nonsignificance or mitigated determination of nonsignificance by the SEPA official.
- C. Fees. See current fee schedule. The applicant will also be billed for mailing and publication costs.
- D. Complete Application Required. The planning director notifies applicant when the application is complete.
- E. Project narrative including: a detailed description of the proposal; any other applications being submitted concurrently (such as planned residential development application or a variance); size of properties to be subdivided; number of lots proposed; critical areas, open space and recreation area calculations or any other information that will be pertinent to the review the application.
- F. Application Map. Ten copies of an accurately scaled and dimensioned map of the plat prepared by a land surveyor licensed by the state of Washington and showing the following:

**Every preliminary plat shall consist of one or more maps, on both mylar and in digital format approved by the City Engineer, together with written and digital data including the following:

- The name of the proposed subdivision;
- North point and scale; the location of existing property lines: streets, building, if any; watercourses and all general features;
- The legal description of the land contained within the subdivision;
- The names and addresses of all persons, firms and corporations holding interest in the lands, including easement rights and interest;
- The proposed names, locations, widths and other dimensions of proposed streets, alleys, easements, parks, lots, building lines, if any, and all other information necessary to interpret the plat, including the location of existing utility and access easements which are to remain;
- The location of streets in adjoining plats and the approximate location of adjoining utilities and proposed extensions into the plat;
- The names of adjoining plats;
- The name, address and telephone number and seal of the registered land surveyor who made the survey or under whose supervision it was made;
- The date of the survey;
- All existing monuments and markers located by the survey;
- The zoning classification applicable to the land within the subdivision;
- The conditions of or the limitations on dedications, if any, including slope rights;
- Contour intervals as required, based upon city datum with intervals of five feet or less utilizing U.S.G.S, or better datum.
- Location of significant physical features such as buildings, bodies of water, power lines, slopes, trees, and section lines within or adjacent to the proposed plat;
- Location and description of existing and proposed drainage, sewer, and water facilities within or adjacent to the proposed plat;

- Location and outline of any sensitive areas, as defined under Section 17.65.040, using the delineation and classification methods and definitions provided for the specific sensitive area under the provisions of Chapter 17.65;
- If a replat, the layout for the original plat in dotted lines, with replat status reflected in the plat name;
- Vicinity map at a smaller scale, to include the location of any natural resource lands within three hundred feet of the edge of the proposed plat.

- G. Mailing labels: See separate form for instructions.
- H. Posting: See attached form for instructions.
- I. Copies of covenants, restrictions and collective maintenance agreements, if applicable.
- J. Environmental checklist or EIS.
- K. Survey information of all features within 100 feet of the boundary of the proposed subdivision.
- L. Evidence of water availability. PUD letter date: _____.
- M. Evidence of sewer availability.
- N. Required materials identified in the pre-application meeting, such as additional information required for PRDs.
- O. Other information deemed necessary by the planning director, planning commission or city council.
- P. Landscaping Plan
- Q. Street Profiles

Special Studies:

- R. Traffic
- S. Stormwater
- T. Critical areas

Criteria: The proponent bears the burden of proving that the application should be granted. The project permit must be supported by convincing proof that it conforms to the applicable elements of the city's development regulations and comprehensive plan. The proponent must also prove that any significant adverse environmental impacts have been adequately mitigated.

Describe how the following provisions will be met with the proposed subdivision:

Public health, safety and general welfare: _____

Open spaces: _____

Drainage ways: _____

Streets, alleys, other public ways: _____

Water supplies: _____

Sanitary waste: _____

Fire protection facilities: _____

Parks, playgrounds: _____

Purpose: The purpose of the Subdivision (Long Plat) regulations:

To regulate the division of land and to promote the public health, safety and general welfare in accordance with standards established by the city and state to:

- A. Prevent the overcrowding of land;
- B. Lessen congestion in the streets and highways;
- C. Promote effective use of land;
- D. Promote safe and convenient travel by the public on streets and highways;
- E. Provide for adequate light and air;
- F. Provide for open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, fire protection, sanitary wastes, parks and recreation, playgrounds, schools and school grounds, sidewalks or other facilities to assure safe walking conditions for students who walk to and from school; and other public requirements;
- G. Provide for proper ingress and egress;
- H. Provide for expeditious review and approval of proposed divisions which conform to zoning standards and local plans and policies, including the purposes stated herein;
- I. Adequately provide for the housing and commercial needs of the citizens of the city; and
- J. Require uniform monumenting of land divisions and conveyance by accurate legal description.

Process: Preliminary plat applications shall be processed simultaneously with applications for rezones, variances, planned residential developments (PRDs), site plan approvals, and similar quasi-judicial or administrative actions to the extent that procedural requirements applicable to these actions permit simultaneous processing.

No public hearing on a subdivision proposal shall be scheduled prior to the issuance of a declaration of non-significance or mitigated declaration of non-significance by the SEPA official.

Applicable local and state rules which will be used in the review of all subdivision applications:

Applications shall be processed according to the procedures set forth in Chapter 2.90 SWMC, and the additional procedures established in Chapter 16.08 SWMC and state law (Chapter 43.21C RCW, and Chapter 36.70B RCW).

Chapter 16.04 SWMC – General Provisions, Chapter 16.08 SWMC – Subdivisions; Chapter 2.88 SWMC – State Environmental Policy Act; Chapter 15.40 SWMC – Public Works Construction Standards; Chapter 2.90 SWMC – Consolidated Planning Procedures; and Title 17 SWMC – Zoning.

Also applicable to subdivisions are the Public Works Department Standards manual and the Sedro-Woolley Design Standards and Guidelines manual. These documents are adopted by reference in the Sedro-Woolley Municipal Code.

Signature:

I request preliminary approval in accordance with the Sedro-Woolley subdivision ordinance and other applicable city codes. Application is hereby made for a **PRELIMINARY PLAT** and to authorize the activities described herein. I certify that I am familiar with the information contained in this application, and that to the best of my knowledge and belief, such information is true, complete, and accurate. I further certify that I possess the authority to undertake the proposed activities. I hereby grant to the officials of the City of Sedro-Woolley the right to enter the above-described location to inspect the proposed or completed work.

SIGNATURE

DATE RECEIVED

Owner's certification: I certify that I am the legal owner of the property listed above and that the applicant listed above has my permission to represent me in this application for development.

OWNER'S SIGNATURE

DATE

City of Sedro-Woolley Mailing Procedure

1. Obtain a list of names and addresses of **residents and property owners** within 500 feet of the exterior edges of the subject property. In determining the outside edge, include all other adjacent property owned by the applicant. The source of the names and addresses must be the Skagit County Assessor's records.
2. Obtain a map showing the subject property, the 500 foot radius, and all properties on the mailing list. This is available at the Assessor's office.
3. Prepare 3 sets of postage-paid envelopes using these lists.
4. Prepare additional envelopes for residents of the property if the owner does not live on site. If the name of the resident is unknown, address the envelope to "resident".
Example: Resident, 123 State St., Sedro-Woolley, WA. 98284.
5. Fill out the affidavit below and have it notarized.
6. Bring the list, postage-paid addressed envelopes, map, and notarized affidavit to the city Planning Department.

AFFIDAVIT OF CORRECT NAMES AND ADDRESSES

I, _____, do hereby certify
Affiant

That the attached list of property owners, addresses and parcel numbers for the proposed project, _____,
Name of proposed project

Is a true and correct copy provided for me by the Skagit County Assessor's Office for land within 500 feet of the property lines of P _____.
Site parcel number

Signed: _____

Date: ____/____/____

Subscribed and sworn to before me on this ____ day of _____, 20____.

Print Name: _____

Notary for the State of Washington,

Residing at _____

My Commission expires: _____