



PUBLIC WORKS DEPARTMENT

PRELIMINARY PLAT REVIEW CHECKLIST

Project Name: _____

Date: _____

Project No.: _____

By: _____

Circled items need to be addressed.
Checked items are complete.

INSERT SIGNED STAMP HERE

1. _____ Copy of this checklist, filled out, signed, and stamped by P.E. or P.L.S.
2. _____ City File Number shown.
3. _____ Proposed name of plat shown.
4. _____ S-T-R shown.
5. _____ Scale of drawing shown (Not smaller than 1"=100').
6. _____ North arrow shown.
7. _____ Date of drawing shown.
8. _____ Tax lot numbers shown on all full or partial parcels.
9. _____ Adjacent parcel and property lines with ownership and Tax parcel number(s) within 100' around proposed plat shown.
10. _____ Previous subdivision lots, blocks, streets shown as dashed lines or screened back (grayscale) and easements shown as dashed lines.
11. _____ Proposed lot lines shown as solid lines.
12. _____ Lots consecutively numbered.
13. _____ Proposed lot dimensions shown.
14. _____ Legal description(s) of existing lot(s) shown. Locate and show all encroachments along property boundaries.
15. _____ Location of all structures shown on lots with distances shown to existing and proposed lot lines.
16. _____ Location of all existing easements shown and recording number.

17. _____ Proposed easements shown.
18. _____ Existing topography of the land on and within 100' of the site shown on the plat screened back (grayscale) or dashed and proposed grading, indicated by one-half to two-foot contours for slopes less than 20% and five-foot contours for slopes greater than 20%. The City has two-foot contours available from 10/31/2003 in NAD-83/91 and NAVD-88 throughout the City Limits and UGA in AutoCAD or DEM point file format. Necessary unless waived by Director of Public Works / City Engineer. Orthophoto 'evidence' is not an acceptable substitute.
19. _____ Proposed contours or proposed daylight lines, side slopes top of berm, maximum water elevation, WQ elevation, cell bottom elevations, and access road with slopes, proposed contours or daylight lines for proposed R/D facilities, to ensure that preliminary design fits with the proposed lot layout.
20. _____ Location and extent of significant natural features on and adjacent to the site shown. Including streams, wetlands, views, significant trees, bodies of water, etc.
21. _____ Label significant features with names, classifications, buffers, areas, etc.
22. _____ Adjacent parcel and property lines with ownership and Tax parcel number(s) within 100' around proposed plat shown.
23. _____ Existing and proposed utility locations shown.
24. _____ Layout of proposed lots, streets, pedestrian walkways shown.
25. _____ Parcels of land intended to be dedicated to City shown.
26. _____ Building setback lines (BSBL), building envelopes, or building footprints shown along proposed lot lines. Building footprints required if PRD.
27. _____ Typical roadway section(s) shown.
28. _____ Proposed access/driveway locations for all lots.
29. _____ Vicinity map indicating the proposed subdivision and all properties within 500' of the proposed subdivision shown. Scale should be indicated, and appropriate to quickly identify project location.
30. _____ Existing Protected Critical Area (PCA) boundaries including streams, ponds, wetlands, natural drainage courses and other surface water, as well as top of slope for steep slopes on or within 100' of the site shown. Buffers and/or setbacks also.
31. _____ Location, width, classification (Principal, Secondary, or Collector Arterial, Minor Collector, Local Access), and names of existing abutting streets shown.
32. _____ Name, address and phone number of developer shown.
33. _____ Name and address of each property owner shown.
34. _____ Name, address and phone number of PLS shown.
35. _____ PLS signature and seal shown.
36. _____ Health Department approval for on-site systems.

37. _____ Letters of water and sewer availability signed within one year of the date of application.
38. _____ Location and size of open space.
39. _____ Preliminary Stormwater and Design Report (SDR), complete with narrative addressing the ten (10) minimum requirements contained in the 2001 DOE Stormwater Management Manual and an appropriate Downstream Analysis.
40. _____ Survey of the proposed subdivision certified by a registered land surveyor that it is a true and correct representation of the lands actually surveyed.
41. _____ Comprehensive plan and zoning classification of the proposed plat and adjoining properties.
42. _____ Title Report or Preliminary plat certificate not older than 90-days from date of application from a licensed title insurance company. Date application was received: _____.
43. _____ Completed environmental checklist (SEPA checklist) or EIS.
44. _____ Copy of the current county quarter section map for the appropriate area.
45. _____ Phasing plan showing divisions of the plat and proposed time-table for construction of each division, if applicable.
46. _____ Sedro-Woolley spelled correctly with a hyphen.
47. _____ Existing monuments of record and Set plat corners.
48. _____ Horizontal and Vertical Datums. (NAVD-88, NAD-83)
49. _____ Proposed buffer averaging and calculation summary table if applicable.
50. _____ Acreage of Plat and sizes of proposed lots.
51. _____ Copies of existing covenants, restrictions, and/or collective maintenance agreements, if applicable.
52. _____ Certificates from the County and City Treasurer that all taxes and assessments have been paid.
53. _____ Existing and preliminary proposed utilities on-site and within 100' of plat.
54. _____ Centerlines of all streets, with bearings, distances, and radii, delta, and length of curves.
55. _____ Other information deemed necessary by the Planning Director, Planning Commission, City Council, Director of Public Works, or City Engineer. (LIST)

Revised 3/08/06.

y:\swpwsd\sw-c-list prelim plat.doc