



Building, Planning and Engineering  
Sedro-Woolley Municipal Building  
325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone (360)855-0771  
Fax (360) 855-0733

# SHORT PLAT APPLICATION

DATE STAMP: \_\_\_\_\_

**APPLICATION NUMBER:** \_\_\_\_\_

Pre-application File #: \_\_\_\_\_

Pre-application date: \_\_\_\_\_

Proposed name of Plat: \_\_\_\_\_

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

\_\_\_\_\_

Assessor's Parcel number(s): \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ email: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Phone: \_\_\_\_\_

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

\_\_\_\_\_

I request preliminary approval in accordance with the Sedro-Woolley subdivision ordinance and other applicable city codes. The applicant bears the burden of proving the application should be granted.

\_\_\_\_\_  
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.

Name \_\_\_\_\_ Date \_\_\_\_\_

## Part 2

Zoning and Comprehensive Plan Designation \_\_\_\_\_

Total site size in acres \_\_\_\_\_ Critical Areas by type and acres: \_\_\_\_\_

Number of lots proposed \_\_\_\_\_ Number of housing units proposed \_\_\_\_\_

Flood zone: \_\_\_\_\_

Describe existing conditions on and adjacent to site: \_\_\_\_\_

**Purpose:** The purpose of the Short Subdivision (Short 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.

### Application-Procedure.

- A. Pre application. The applicant or representative shall consult with the city officials as necessary to determine subdivision short plat, zoning, and other requirements.
- B. Application/Fees. The application shall be made to the city planning director together with the fee most recently adopted. The applicant will also be billed for mailing and publication costs.
- C. Completed Application Required. Applications shall be complete and include all of the information required under this section or be rejected or returned by the planning director.
- D. Application Map. At least ten (10) 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:
  1. Name of proposed plat;
  2. Date and north point;
  3. Scale of one hundred feet or less to the inch;
  4. Name, address, and phone numbers of subdivider and representative;
  5. Legal description;
  6. Lines of property to be platted and lots and blocks with numbers;
  7. Acreage of plat and size of individual lots;
  8. Existing monuments of record;

9. Location, dimensions, and name of all existing or proposed streets, sidewalks, easements, rights-of-way, and parks within or adjacent to the proposed plat;
  10. 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;
  11. Location and description of existing and proposed drainage, sewer, and water facilities within or adjacent to the proposed plat;
  12. Elevation contours with intervals of five feet or less utilizing U.S.G.S., or better, datum;
  13. Zoning classifications;
  14. Lot lines of adjoining properties, and driveway, private or public road locations as they relate to proposed new private or public road locations and access points;
  15. Location and size of any proposed open space or recreation area to be provided within the plat;
  16. 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;
  17. If a re plat, the layout for the original plat in dotted lines, with re plat status reflected in the plat name;
  18. 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.
- F. A list with the names and addresses of residents AND owners of all land within 500 feet of the perimeter of the boundaries of the subject parcel(s), as determined by the county assessor of records. Also provide a map from the Assessor's office showing the adjacent property owners for verification that they were notified and a signed affidavit from the applicant that the names and addresses are a true and correct version from the Assessor's Office.
- G. One (1) set of envelopes addressed to all residents and property owners within 500 feet of the subject property boundaries. The envelopes shall have postage and address labels affixed. (If project triggers SEPA then three (3) sets are required.
- H. Copies of covenants, restrictions and collective maintenance agreements, if applicable.
- I. Completed Critical Area checklist (unless project triggers SEPA, if so then SEPA checklist must be submitted.
- J. Current title certificate.
- K. Provide a landscaping plan with site plan.
- L. Other information deemed necessary by the planning director, planning commission or city council.

**Process** The planning director shall:

- A. Prepare a file;
- B. Determine if the application is complete. Planning department will notify applicant if complete or if materials are missing;
- C. After application is determined to be complete, notice of application is sent to owners and residents within 500 feet of the subject of the complete application;
- D. Coordinate input from persons whose expertise is necessary to review the short plat, such as the city clerk-treasurer, building official, sewer plant manager, city engineer, public works, parks, and solid waste managers, mayor, police chief, fire chief, county health department, department of transportation, county drainage district, school district and utility companies;
- E. Review the proposed short plat, together with the input requested, for conformance with Chapters 16.04, 16.12 and other applicable City codes;
- F. Notify the applicant of comments and any deficiencies of the short plat;
- G. Prepare a staff report and findings and, based on this review:

1. Grant preliminary approval on condition that improvements are constructed, conditions are met, or revisions made. Final approval can take place once the conditions have been met as verified by whatever means established,
  2. Return the application for revisions,
  3. Disapprove the short plat;
- H. Notify the applicant and parties of record of the decision to approve, deny or approve with conditions. The planning director shall refer all applications for which a variance from the minimum standards is requested to the hearing examiner for review; and

**Approval Procedure**

The decision of the planning director shall be final unless appealed to the hearing examiner in writing, within fourteen days of the date of the planning director’s notification of action. The hearing examiner will hold a closed record hearing and shall review the proposed short plat for conformance with Chapters 16.04 and 16.12.

**Signature and recording**

- A. Final approval shall be evidenced by signature of the city engineer and planning director.
- B. Once signed, it shall be the responsibility of the applicant to have the short plat signed by the county treasurer and recorded by the county auditor.
- C. A signed mylar shall be returned to the planning director along with a full size paper copy of the signed and recorded map and certificate to be placed in the short plat file.

**GENERAL PROVISIONS (SWMC 16.04)**

1. Comprehensive plan.

Describe how this proposal conforms to the intent and purpose of the comprehensive plan as regards such factors as intended and surrounding land use, flood hazard and other limitations, ease of providing services, and general safety and efficiency of design. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Zoning ordinance. Describe how this proposal conforms to the most recently adopted zoning provisions and ordinances, including all regulations for the protection of natural resource and critical areas under Chapter 17.65 of this code: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Construction standards.

Streets, sidewalks, curbs and gutters, storm drainage, and other facilities shall be constructed in conformance with the most recently adopted public works construction standards ordinance.

4 Fire protection.

Fire hydrants and fire access shall be provided to each lot, under guidelines as determined by the fire chief. Minimum fire flow shall be required consistent with the standards of the Washington Survey and Rating Bureau, Building and Fire Codes for the specific use, with final approval by the fire chief.

5 Water.

Water line sizes, location, and all connections thereto shall conform to the requirements of the city public works and fire departments, in consultation with the public utility district (PUD).

Date of letter from PUD:

6 Sanitary sewer.

Conformance with the comprehensive sewer plan and most recently adopted minimum standards.

Describe provisions for sanitary sewer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7 Frontage.

Each lot shall have a minimum frontage of twenty feet on a public street or private road.

8 Access.

Direct access to lots shall be onto local streets, collector arterials or approved private roads, and not onto primary or secondary arterials or alleys, except where no other access is possible.

Describe all access points: \_\_\_\_\_  
\_\_\_\_\_

9 Alleys.

Alley width shall be at least twenty feet.

10 Utility easements.

Adjacent to street rights-of-way, utility easements shall be at least seven feet. Otherwise easements shall be ten feet in width.

11 Substandard streets—Improvements/dedications.

Half-street improvements on adjoining street ROWs: sidewalks, planting strip, curb, gutter, sidewalks, parking and driving lanes. ***Provide a street profile with site plan.***

12 Drainage/grading.

- A. The applicant shall submit a stormwater management plan that meets the currently adopted version of the state drainage manual.
- B. Existing vegetation: Significant trees shall be marked and protected during the grading and clearing of the site. Significant trees are those 6” or greater diameter at chest height.
- C. Erosion and sediment control: Provide a (temporary) erosion and sedimentation plan.

13 Utility installation.

All utilities shall be installed underground unless such installation is technically impossible, or cost-prohibitive, as indicated by a letter from the utility company.

14 Approval of plat and street names.

All street names and plat names shall be reviewed by the city and county to insure that proposed names do not duplicate those already in existence.

List proposed street names: \_\_\_\_\_  
\_\_\_\_\_

15. Monumentation.

Permanent monuments shall be erected or located and all lots staked in accordance with the highest applicable surveying standards. The City Engineer may require complete field and computation notes.

16. Traffic improvements.

Show proposed locations of stop signs, street name signs, striping, channelization, and other traffic improvements. If proposal is adjacent to state highways, WSDOT must be consulted. Enclose evidence of such consultation.

17. Parks.

Park land/play area requirements vary by type of subdivision. Describe the park land requirement for your proposal and show on the site plan how you propose to meet the requirement:

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18. Maintenance agreements.

Submit draft of maintenance agreement, CC&Rs, or other appropriate document.

19. Street lighting.

Coordinate with IntoLight, a division of Puget Sound Energy, to coordinate the design of a street lighting plan and ultimately the purchase of and installation of street lighting. It is important to communicate with IntoLight as early in the process as possible because that agency requires a lot of lead time to purchase and provide the necessary street light infrastructure. Note that the design review process of the short plat application may require City approval of the street light design.

20. Landscaping.

Street trees and planting strips required as per SWMC 12.40.090

Landscaping as per SWMC 17.50

Provide a landscaping plan with site plan. The landscape plan will become a part of the construction plans that will be used to develop the rest of the necessary site improvements, utilities, streets, etc.

## City of Sedro-Woolley Mailing Procedure

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1. Obtain a list of names and addresses of **residents and property owners** within 500 feet of the edge 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\_\_\_\_.

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Print Name: \_\_\_\_\_

Notary for the State of Washington,

Residing at \_\_\_\_\_

My Commission expires: \_\_\_\_\_