



CITY OF STANWOOD PRELIMINARY PLAT CHECKLIST

PLAT NAME:

Office Use Only

Reqd	Rcvd		
		1.	Completed Master Permit Application and fees. (includes 1 st review, additional reviews at actual costs).
		2.	Lot density calculations.
		3.	Recreation area calculations, as required in SMC 17.147.010 and a proposal describing how the recreation requirements will be met.
		5.	Five (5) copies of the Legal description of existing property.
		6.	Five (5) copies of proposed restrictions and covenants, if any.
		7.	Five (5) copies of the Vicinity map clearly identifying the location of the property and extending at least 800 feet in each direction from the property. The map shall be drawn at a scale not less than 3 inches to the mile (show relationship of proposal to major highways, schools, parks, shopping centers, etc.)
		9.	Five (5) copies of the Title Insurance Report or Plat Certificate obtained within 90 days of application submittal showing property ownership, along with the name and address of all owners.
		10.	Other certification (if necessary) showing contract for purchase, earnest money or agreement, or option on property along with all the names, addresses, phone numbers and fax numbers of interested parties.
		11.	1 set of mailing labels for all property owners within 300 feet of the site as shown on the records of the Assessor.
		12.	Critical Areas Form (attached)
		13.	Safe Walking Conditions Assessment approval from Stanwood School District #401 (per RCW 58.17.060). (attached)
		14.	Completed Environmental Checklist and fee (\$450)
		15.	Water and Sewer Availability application and fee of \$500 each (or certificate of availability issued within the past year). (Attached)
		16.	Transportation Concurrency application and fee of \$400 (or Concurrency Certificate issued within the past year).

	17.	<p>Five (5) copies of Preliminary Plat, at a scale of not more than 50' to the inch, nor less than 200' to the inch. The map shall include a title block in the lower right hand corner showing the name of the plat, scale of the drawing, date of the drawing, and the name and address of the surveyor or engineer responsible for the drawing. The map shall also include the following items:</p> <ul style="list-style-type: none"> a) A description of the boundaries of the tract, including the objects that fix the corners, the length and direction of the lines, and the area of the tract. Also included shall be a description of the lots, tracts or parcels together with the legal description of the private roads and easement therein, all prepared or approved and sealed by a registered land surveyor. In addition, where it differs from the description of the plat, a legal description of the contiguous land owned by the subdivider; b) North arrow, Datum; c) The boundary lines to scale of the tract(s), to be platted and each lot contained therein; d) The number assigned to each lot, along with square footage of each lot, and lot dimensions. Indicate if any lots are proposed for other than single family. Show required building setback lines; e) The boundaries and square footage of all lands reserved in the deeds for the common use of the property owners of the plat, including open space and recreational areas. Each area shall be labeled as to its proposed use. f) The location and name of permanent features outside the land to be platted which will have an impact upon the plat, such as all existing or platted streets and roads adjacent to the plat, driveways, watercourses, railroad rights-of-way, all utility rights-of-way, buildings, township lines and section lines; g) The location of existing houses and outbuildings, with notation as to type of structures, sufficiently accurate to ensure compliance with setback requirements. Label to remain or remove. h) Location of any 100-year flood plains, shorelines, streams or wetlands and associated buffers; i) Existing zoning on the land to be platted, and also on surrounding land within 300 feet; j) The location of existing monuments or other identifying markers; k) City of Stanwood approval block (available electronically) l) Location and size of all existing sewer, water, stormwater or other underground facilities on and adjacent to the subject property.
	18.	<p>Other required maps / drawings:</p> <ul style="list-style-type: none"> a) Five (5) preliminary engineering drawings showing appropriate provisions for roads, alleys, stormwater facilities, water, hydrants and sewer lines. Grading plans showing the nature of cuts and fills, and soil types shall be included; b) Location, width, name, grade, and radii of the curves of proposed streets. Preliminary centerline profiles, with extensions, shown beyond the limits of the plat, and finished grade of streets shall also be included. c) Topography at five foot contours which extends beyond the boundaries of the plat. Two foot contours for areas of less than 5% slope; d) Location of all trees 8" in diameter or greater; e) Location and disposition of any wells, septic tanks or drainfields; f) A detailed landscaping/open space plan which delineates where open space, recreation areas, and landscaped areas will be located, the square footage, and the landscaping and improvements to be installed. g) Significant tree retention plan per SMC 17.145
	19.	Any other information required in SMC 16.15.070

Additional information may be required by the City. The applicant will be notified in writing if additional information is necessary.

For City Use Only:

- The application is complete.
- The application is incomplete. Applicant must submit the items indicated as required above.

Community Development Director or Representative

Date

- These submittal requirements are for City of Stanwood only. Additional permits or information may be required by other federal, state, regional or local agencies. It is the responsibility of the applicant to ascertain whether other permits are required.