



# CITY OF STANWOOD

## SHORT SUBDIVISION CHECKLIST

### 4 Lots or Less

Req'd	Rec'd	
		1. Completed Master Permit Application and submit fees. (includes 1 <sup>st</sup> review, additional reviews at actual costs)
		2. Legal description of existing property.
		3. Three (3) Copies of proposed restrictions and covenants if any (if a private road is proposed, please see SMC 16.25.080(b).
		4. SEPA checklist and fee if there are sensitive areas on property, or submit a Negative Declaration or Assessment if required by City.
		5. 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.
		6. Five (5) copies of the Title Insurance Report or Short Plat Certificate obtained within 90 days of application submittal showing property ownership.
		7. 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.
		8. 1 set of mailing labels for all property owners within 300 feet of the site as shown on the records of the Assessor.
		9. Safe Walking Conditions Assessment approval from Stanwood School District #401 (per RCW 58.17.060). Please see attached form.
		10. Eight (8) copies of Preliminary Short Plat. A preliminary map of the proposed short plat shall be submitted for preliminary short plat approval. The preliminary map need not be based upon a survey and may be either of the following dimensions: 8 ½" x 14" or 18" x 24". The preliminary maps shall contain the following information: 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 short subdivision, a legal description of the contiguous land owned by the subdivider; B. The date, scale and north arrow; C. The boundary lines to scale of the tract to be subdivided and each lot contained therein; D. The number assigned to each lot; E. The location and widths of any easements and rights-of-way for public services or utilities within the area contained within the short subdivision; F. The boundaries of all lands reserved in the deeds for the common use of the property owners of the short subdivision; G. The location of permanent features outside the land to be subdivided which will have an impact upon the short subdivision, such as all existing or platted streets and roads adjacent to the short subdivision, driveways, watercourses, railroad rights-of-way, all utility rights-of-way, buildings, township lines and section lines;

			<p>H. The location of existing houses and outbuildings, with notation as to type of structures, sufficiently accurate to ensure compliance with setback requirements;</p> <p>I. Location of any 100-year flood plains, shorelines, streams or wetlands and associated buffers.</p>
		11.	<p>Other maps/drawings.</p> <p>A. Eight (8) copies of engineering drawings showing appropriate provisions for roads, streets, alleys, drainage facilities, water, hydrants and sewer lines;</p> <p>B. Topography at 5 foot contours (or less for flatter areas);</p> <p>C. Location of all trees 8" in diameter or greater;</p> <p>D. Location and disposition of any wells, septic tanks or drain fields.</p>
		12.	<p>Eight (8) copies of Final Short Plat shall be submitted after preliminary approval and must be completed by surveyor on 18" x 24" sheets. A final short plat map shall be prepared in accordance with the standards contained herein. The final maps shall contain the following information:</p> <p>A. Title Block, including name of short plat, City of Stanwood file number (LSPA__ - ____), name of surveyor, sheet identification and date prepared;</p> <p>B. 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 easements therein, all prepared or approved and sealed by a registered land surveyor. In addition, where it differs from the description of the short subdivision, a legal description of the contiguous land owned by the subdivider;</p> <p>C. The date, scale and north arrow;</p> <p>D. The boundary lines to scale of the tract to be subdivided and each lot contained therein;</p> <p>E. The number assigned to each lot;</p> <p>F. The location and widths of any easements and rights-of-way for public services or utilities within the area contained within the short subdivision;</p> <p>G. The boundaries of all lands reserved in the deeds for the common use of the property owners of the short subdivision;</p> <p>H. The location of permanent features outside the land to be subdivided which will have an impact upon the short subdivision, such as all existing or platted streets and roads adjacent to the short subdivision, driveways, watercourses, railroad rights-of-way, all utility rights-of-way, township lines and section lines;</p> <p>I. The location of existing houses and outbuildings, with notation as to type of structures, sufficiently accurate to ensure compliance with setback requirements.</p> <p>J. Location of any 100-year flood plains, shorelines, streams, wetlands and associated buffers. All sensitive areas and buffers shall either be designated as a separate, non-buildable tract or shall be protected with a Native Growth Protection Easement;</p> <p>K. Approval block for Planning Director and Public Works Director;</p> <p>L. Surveyor's seal (on all pages) and Certificate;</p> <p>M. Private road notice (if necessary);</p> <p>N. Dedication and language, per SMC 17.95.210, .215, .220, .225;</p> <p>O. Acknowledgment;</p> <p>P. Declaration and descriptions of covenants, restrictions and easements;</p> <p>Q. Treasurer's Certificate;</p> <p>R. Auditor's Certificate;</p> <p>S. Name(s) of owner(s) and notarized signature(s).</p>

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.

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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.