



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · TEL (360) 568-3115 FAX (360) 568-1375

PRELIMINARY SHORT PLAT

Date:		Project #	
Project / Plat Name:			
Project Address:			
Land Use Designation:		Property Tax #(s):	

APPLICANT/CONTACT

Name:	
Address:	
City/State/Zip:	
Phone:	
Cell Phone:	
Alternate Phone:	
E-mail:	

OWNER (IF DIFFERENT FROM APPLICANT)

Name:	
Address:	
City/State/Zip:	
Phone:	
Cell Phone:	
Alternate Phone:	
E-mail:	

FEES

<input type="checkbox"/>	Short Plat Base Fee	\$1,300.00	Date of Receipt:
<input type="checkbox"/>	+ \$65 per acre: \$65 x acre(s) =	\$	
<input type="checkbox"/>	+ \$65 per lot: \$65 x lot(s) =	\$	Receipt #:
<input type="checkbox"/>	Environmental review (if applicable)	\$ 300.00	
TOTAL PRELIMINARY SHORT PLAT FEES		\$	

Signature of Owner/Contractor or Authorized Agent _____ Printed Name _____ Date _____

Permit Coordinator: _____ Date: _____



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SHORT PLAT – SUBMITTAL CHECKLIST

ALL SUBMITTALS **MUST** BE COMPLETE

- Short Plat Preliminary Approval Application
- Land Use Application Form
- 3 copies of a Preliminary Plat plan set**
Prepared by a professional Land Surveyor, registered in Washington State.
Maximum dimensions of 24" x 36", drawn to 1" = 20', 30', or 40' scale. The following **must** be included:
 - Name** of the proposed plat
 - Title block** including the date prepared/revised, scale, north arrow, quarter section, section, township and range number
 - Name, address, seal, and signature of the **land surveyor** who prepared the map
 - Total acreage** of land to be divided and square feet of each lot, including dimensions and lot numbers
 - Existing **land use designations**
 - Setback lines** required by the existing land use designation, with the front setback line labeled
 - Contour lines** in areas to be developed at five foot intervals. All contour lines shall show the topographical relationship of adjacent properties to the proposed plat
 - Location, name, and width of all existing and proposed **right-of-ways**, the grade of proposed streets and the pavement location of existing and proposed streets
 - Any **easements** located within or adjacent to the proposed plat
 - Location of all **existing structures** within the proposed plat, and common areas, if any
 - Preliminary **grading plan** or profile of proposed roads, if more than 500 cubic yards of earth will be moved
 - The location of known or suspected soil or geologic **hazard areas**, water bodies, and areas subject to flooding
 - Location of existing and proposed **underground utility lines**, sewer and water mains adjacent to or within the proposed plat
 - Existing or proposed **restrictions** on the use of the land
 - Critical areas** and their buffers
 - Any other information that may be required by the Planning Division, in order to review the proposed plat
- One copy of the preliminary short plat plan set, reduced to 8½" x 11", or 11" x 17"
- Accurate **legal descriptions** of existing lots, and proposed lots – **2 copies**
Must be prepared, stamped and signed by a professional land surveyor registered in Washington State, or certified by a title insurance company doing business in Snohomish County.
- List of all property owners within 300'** of the subject property
See Adjacent Property Owners List Handout
- Current plat **Certificate of Title** (dated within 30 days prior to application) – **2 copies**
Prepared by a title company, showing the names and addresses of all parties whose consent is necessary to dedicate land for public use, as well as any easements or other encumbrances. Attach referenced documentation.
- SEPA Checklist**, if applicable – **2 copies**
- Drainage report**, prepared to City Engineering Department standards – **2 copies**
- Copy of letter and **Pre-Application** checklist from the City, outlining the requirements of the subdivision, if applicable – **2 copies**
- Building elevations** for required design review of lots smaller than 7,200 square feet – **2 copies**
- If vested owner is a corporation, provide documentation of signing authority on behalf of the corporation



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LAND USE APPLICATION

<input type="checkbox"/> BOUNDARY LINE ADJUSTMENT <input type="checkbox"/> CONDITIONAL USE <input type="checkbox"/> DESIGN REVIEW <input type="checkbox"/> DEVELOPMENT PLAN <input type="checkbox"/> HOME OCCUPATION <input type="checkbox"/> PLAT <input type="checkbox"/> SHORT PLAT <input type="checkbox"/> FINAL PLAT <input type="checkbox"/> PLANNED RESIDENTIAL DEVELOPMENT <input type="checkbox"/> SEPA (ENVIRONMENTAL REVIEW) <input type="checkbox"/> SHORELINE SUBSTANTIAL DEVELOPMENT <input type="checkbox"/> STREET VACATION <input type="checkbox"/> VARIANCE <input type="checkbox"/> OTHER: _____ PROJECT ADDRESS OR LOCATION: 	FOR OFFICE USE ONLY							
	FILE #:							
	DATE:							
	REC'D BY:							
	FEE:							
	RECEIPT #:							
	<input type="checkbox"/> HE <input type="checkbox"/> STAFF <input type="checkbox"/> DRB <input type="checkbox"/> CC							
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">Permit Type</td> <td style="width:10%;">1</td> <td style="width:10%;">2</td> <td style="width:10%;">3</td> <td style="width:10%;">4</td> <td style="width:10%;">5</td> <td style="width:10%;">6</td> </tr> </table>	Permit Type	1	2	3	4	5	6
Permit Type	1	2	3	4	5	6		
	STAMP IN DATE							
Land Use Designation:								
Property Tax#(s): (14 digits)								
Property Owner:	Phone:							
Mailing Address:	E-mail:							
Applicant/Agent:	Phone:							
Mailing Address:	E-mail:							
Please Attach a Detailed Description of Your Request Note: Property Legal Description Must be Attached								
SIGNATURE OF OWNER(S): <p>The undersigned owner, and his/her/its heirs and assigns, in consideration of the processing of the application, agree to release, indemnify, defend and hold the City of Snohomish harmless from any and all damages, including reasonable attorney's fees, arising from any action or infraction based in whole or in part upon false, misleading, inaccurate or incomplete information furnished by the owner, his/her/its agents or employees. The undersigned owner grants his/her/its permission for public officials and the staff of the City of Snohomish to enter the subject property for the purpose of inspection and posting attendant to this application.</p> <p>I/We, hereby attest that I am/we are the owner(s) in fee simple of the property involved in this application and that the foregoing statements and answers contained herein, and the information herewith submitted, are in all respects true and correct to the best of my/our knowledge and belief. I/We shall be solely responsible for verification of all property lines and setbacks. I/We also understand that signing and submitting this application authorizes City staff and agents to enter and inspect the site at any reasonable time for the purpose of reviewing this application.</p>								
_____ Signature	_____ Printed Name							
_____ Date								
Subscribed and sworn to before me this _____ day of _____, 20 _____								
_____ Notary Name Printed								
_____ Signature of Notary								
Notary Public in and for the State of Washington, County of Snohomish. Appointment expires: _____								



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INSTRUCTIONS FOR COMPILING THE ADJACENT PROPERTY OWNERS LIST

The Snohomish Municipal Code 14.55.040 (C) requires that notification of a proposed action be mailed to property owners of record and all street addresses within 300 feet of any point of the subject property. It is the responsibility of the applicant to provide accurate ownership information for the properties that must be notified to the Planning and Development Services Department. Failure to provide an adequate list may result in an incomplete application or an additional notification and comment period.

When submitted to Planning and Development Services, the adjacent property owner names, tax parcel identification number(s), and mailing addresses **must** be given on Avery 5160 white mailing labels or a compatible label format. **Also include an address label for the applicant and any parties of record.** The attached affidavit of adjacent property owners list must be notarized and submitted together with your application.

HOW TO OBTAIN PROPERTY OWNERS AND TENANT INFORMATION:

The required information may be obtained from the Snohomish County Assessor at the Customer Services Center, on the 1st Floor of the Snohomish County Administration East Building, 3000 Rockefeller Avenue, Everett, WA. For directions, please call the Assessor's Office at (425) 388-3433. The Assessor's office will assist you in identifying the property owners' tax parcel identification numbers and appropriate mailing addresses, if different than the site address. Tax parcel identification numbers and mailing addresses may also be obtained from a title company.

If the property is not owner-occupied, a label must be provided with the name and mailing address of the property owner, as well as a separate label for the resident at the site address. If it is not clear whether the owner lives at the property address, the label should be addressed to "[property owner's name] or RESIDENT." The address mailing list shall not be more than six months old.

WHEN THE PROPERTIES INCLUDE CONDOMINIUMS AND/OR APARTMENTS:

When the properties within the notification area include condominiums, labels must be provided for the owner of each unit.

When the properties within the notification area include apartments, labels must be provided for the owner of the building, as well as a separate label for the resident of each unit.

WHEN THE PROPERTY IS VACANT:

If a lot is vacant, a label must be provided with the name and mailing address of the property owner.

MAILING LIST FORMAT:

Please provide the information in the following format:

Project Name:	Project Address:	
Applicant Name Address City, State Zip Code	Tax I.D. (Parcel) Number Owner/Resident's Name Property Address, Apt/Condo # City, State Zip Code	Tax I.D. (Parcel) Number Owner/Resident's Name Property Address, Apt/Condo # City, State Zip Code
Tax I.D. (Parcel) Number Owner/Resident's Name Property Address, Apt/Condo # City, State Zip Code	Tax I.D. (Parcel) Number Owner/Resident's Name Property Address, Apt/Condo # City, State Zip Code	Tax I.D. (Parcel) Number Owner/Resident's Name Property Address, Apt/Condo # City, State Zip Code

The affidavit must be notarized and submitted with your application. See the affidavit on the back side of this page.



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Attach this notarized declaration to the Adjacent Property Owners List.

AFFIDAVIT OF ADJACENT PROPERTY OWNERS LIST

STATE OF WASHINGTON)
) ss
COUNTY OF SNOHOMISH)

Address of Project Site: _____, Snohomish, Washington.

Project Site Tax Parcel Number(s): _____

On my oath, I certify that the names and addresses provided represent all properties located within 300 feet of the subject property.

Dated this _____ day of _____, 2008.

Applicant/Applicant's Representative Printed Name

Signature of Applicant/Applicant's Representative

SUBSCRIBED AND SWORN before me on this _____ day of _____ 2008

Sign Name: _____

Print Name: _____

NOTARY PUBLIC in and for the State of Washington,

Residing in: _____

My Commission expires: _____