

SHORT PLAT APPLICATION PACKET



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

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



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

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

SHORT PLAT APPLICATION SUBMITTAL PACKET

This packet contains:

1. Frequently Asked Questions for Short Plats
2. Short Plat Preliminary Approval Application Form
3. Short Plat Preliminary Approval Application Submittal Checklist
4. Land Use Application Form
5. Instructions for Compiling the Adjacent Property Owners List
6. Affidavit of Adjacent Property Owners List
7. Final Short Plat Procedures
8. Final Short Plat Application Form
9. Final Short Plat Submittal Checklist, and Snohomish County recording requirements
10. Type 3 Review Process Flowchart for SEPA-Exempt Short Plats
11. Type 4 Review Process Flowchart for SEPA-Applicable Short Plats
12. City of Snohomish Criteria for Plat Names (back cover)

Submit Application to:

Planning and Development Services
Land Use Permit Coordinator
116 Union Avenue
Snohomish, WA 98290

Permit Counter Hours:
Monday – Friday 9:00 a.m. to 5:00 p.m.

Phone: (360) 568-3115
Fax: (360) 568-1375

For any questions that you might have regarding your project, please contact the City of Snohomish Planning & Development Services at (360) 568-3115.



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

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

SHORT PLATS

For more information, refer to Snohomish Municipal Code (SMC) 14.215.120

WHAT IS A SHORT PLAT?

A short plat is the subdivision of land into four or fewer lots.

Before any portion of an existing lot may be sold, traded or given to another party, that lot must be legally subdivided. A legal subdivision is one which the City has approved according to established criteria. A preliminary short plat must be approved prior to approval and recording of a final short plat.

Short plat applications are reviewed and approved by city staff as Type 3 or Type 4 permits, depending upon SEPA (State Environmental Policy Act) applicability. City Council approval is not required unless the short plat includes dedication of additional street length.

WHAT ARE THE CRITERIA FOR A PRELIMINARY SHORT PLAT?

A proposed preliminary short plat may be approved only if it meets the requirements of the following:

- The criteria of RCW 58.17.110
- The Snohomish Comprehensive Plan
- The Land Use Development Code section 14.215.120A, and the concurrency requirements of section 14.55.030
- The City's Public Works Engineering Standards Manual (Res. 1096, 5/4/04)
- No more than four lots may be created

In addition, off-site improvements or dedications of land which are needed to mitigate the development's impacts, as determined by the City, must also be provided.

Preliminary subdivision approval is effective for 5 years, and is considered the basis for which the applicant may proceed toward development of the subdivision and preparation of the short plat.

WHAT IS REQUIRED FOR FINAL SHORT PLAT APPROVAL?

Final short plats are subject to the conditions of the preliminary approval: verification that all construction has been completed to City standards, and/or financial guarantees have been accepted.

WHAT IS THE APPLICATION PROCEDURE?

Short plat proposals must first receive preliminary approval of a Short Plat Application. The permit process and submittal requirements vary depending upon the environmental condition of the land.

SEPA-applicable proposals (Type 4 Permits) undergo the following process:

- Prior to formal submittal, short plat proposals must first make a **Pre-Application** submittal and attend the review meeting with city staff.
- **28 days** after the formal submittal: City Planner issues a determination of completeness, or a letter of incomplete application. If complete, a notice of application is published for public comment. Applicant is advised of agencies that may have jurisdiction over the proposal.
- **14 days** after re-submittal (if applicable): City Planner issues a determination of completeness, or a second letter of incomplete application (this continues until the application is complete).
- **14 days** after determination of completeness: City Planner issues a Notice of Application to the public, other City departments, and agencies with jurisdiction. Public notice is also sent to all properties within 300 feet of the site.
- Public comment period for the notice of application is **14 days**.
- **120 days** after complete application submittal: City Planner issues a SEPA determination, when features and impacts of the proposal can be reasonably identified. The applicant may request a 30-day extension of the threshold determination, if necessary. Preliminary short plat approval may be provided at this time.
- Public comment period for the threshold determination and preliminary subdivision approval is **14 days**.
- **120 days** after determination of completeness and after public comment period is lapsed: City Planner makes a decision regarding the proposal's consistency with applicable criteria.



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

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

WHAT IF MY SUBDIVISION IS SEPA-EXEMPT?

SEPA-exempt short plats are processed as Type 3 Permits, and undergo a similar process, without the threshold determination.

WHAT IF MY PROPOSAL REQUIRES PUBLIC IMPROVEMENTS?

If the proposal requires City acceptance of public improvements, such as street, sidewalk, stormwater, or utilities, the City Planner's decision may be a preliminary approval of the proposal in the form of a letter to the applicant stating any conditions of approval.

The City Planner will coordinate with the City Engineer in determining acceptance of public improvements. The City Planner and City Engineer shall not give final approval, nor shall any short plat be recorded, until the stipulated public improvements are complete or bonded for (see SMC 14.215).

In some cases, the City may approve the short plat with certain incomplete improvements. This is done only if said improvements are more practically done later. In these cases, the applicant must deposit a performance bond or cash surety, with the City as beneficiary, in an amount not less than 150% of the City Engineer's cost estimate for the improvements. Said bond or surety must specify a period within which to complete the improvements, not exceeding two years from the date of final plat approval.

DO SHORT PLATS REQUIRE HEARING EXAMINER/CITY COUNCIL APPROVAL?

Short plat applications are not typically required to be sent to the City's Hearing Examiner, unless the City Planner believes it is in the public interest. City Council approval is not required unless the short plat includes dedication of additional street length.

NOTE: This information should not be used as a substitute for City codes and regulations. You should review all the details of your project with the Planning and Development Services Department at 116 Union Avenue (360-568-3115) between 9:00 a.m. and 5:00 p.m. Monday through Friday.

HOW DOES AN APPROVED SHORT PLAT GET FINALIZED?

The short plat map must be submitted to the City for the approvals and signatures of the Planning Director and the City Engineer. The signatures on the face of the final short plat serve as approval of the short plat.

Once the short plat map is finalized and approved by the City, it needs to be recorded at the Snohomish County Auditor's office, to create public record. The Snohomish County Auditor follows State of Washington standards for recording. To make this easier for you, the City's requirements comply with County and State regulations. County map requirements are listed in the Final Short Plat Submittal Checklist, which is provided in this packet.

WHERE IS THE AUDITOR'S OFFICE LOCATED?

The Snohomish County Auditor is located in the Bob Drewel (Administration East) building of the Snohomish County campus, at 3000 Rockefeller Avenue, in Everett. They can also be reached by calling (425) 388-3483. The map recording desk is open from 9:00 a.m. until 4:00 p.m., Monday through Friday.

Once your short plat map is recorded, you must return a conformed copy of it back to the City. This can be done at the time of recording in one of two ways. You may bring an additional copy of your map to the Auditor's office and ask for a "conformed sticker", or for a small fee, the recording clerk can make a copy of the recorded document for you.

CAN I RE-SUBDIVIDE SHORT PLATS?

Land within an approved short plat cannot be further short plated for 5 years.

HOW DO I BEGIN?

Before applying, you are encouraged to share your ideas with city staff. Early discussion may help to facilitate a rapid review of your application. Pre-Application Review meetings are required for short plat permits, and are a great opportunity to get early guidance from city staff on policies, regulations, and code compliance.

Pre-Application forms and additional information are available at City Hall, 116 Union Avenue.



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: _____



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

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

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



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

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

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: _____								



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

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

FINAL SHORT PLAT APPROVAL

Final short plat applications are not processed until public improvements, as stipulated in the short subdivision preliminary approval, are complete and inspected by the City Engineer or designee. Completion must be in accordance with the approved preliminary plat, the approved construction drawings, and the standards and requirements of the development code (SMC 14.215.050). In some cases, certain incomplete improvements may be approved, in accordance with the following criteria:

- Said improvements are more practically done later, such as the final lift of asphalt surfaces which might otherwise be marred by heavy equipment, or recreational equipment which might be vandalized if installed before the subdivision is populated, or street trees and other landscape and mitigation plantings which are better installed in a different season.
- The applicant deposits a performance bond or cash surety, with the City as beneficiary, in an amount not less than 150% of the City Engineer's cost estimate for the remaining improvements.
- Said bond or surety specifies a period within which to complete the improvements, which period shall not exceed 2 years from the date of final plat approval.

The following procedure is set forth by the City of Snohomish for Final Plat approval, as set forth in Snohomish Municipal Code 14.215.

1. City Engineer finds that all required improvements have been completed

- Applicant notifies City that construction is complete including cleanup and startup (Washington State Dept. of Transportation 1998 Standard Specifications for Road, Bridge, and Municipal Construction, 1-05.11).
- City does final inspection and issues applicant a punch list following completion of construction.
- Applicant corrects deficiencies.
- City re-inspects and determines if construction is complete.

2. The applicant submits certified As-Built Drawings from the design engineer (SMC 14.215.070 and City of Snohomish Public Works Design and Construction Standards 1.8.3B)

3. City Engineer reviews and approves As-Built Drawings

- City Engineer reviews As-Built Drawings and returns them for completion or correction, or approves them.
- When the City Engineer finds that the drawings meet City requirements, the City Engineer and Public Works Director sign the reproducible copy furnished by the applicant.
- The City Engineer notifies the applicant to submit a maintenance bond and Final Plat Application.

4. Applicant deposits a maintenance bond with the City for the Final Plat application, in the amount of 15% of the estimated value of the required plat improvements, and for a period of 2 years (SMC 14.215.080, and Standards 1.8.2).

5. City Engineer reviews and approves maintenance bond amount

6. City Attorney approves the form, sufficiency and manner of execution of the maintenance bond

7. Applicant submits the Final Plat Application

8. City Planner and City Engineer review Final Plat submittal for completeness

- Final plat application is reviewed for completeness. Posting of bond(s) and fees is verified.
- If not complete, the City Engineer returns the application to the applicant with a checklist of the missing materials or information.
- If the application is complete, the City Engineer will establish the date of completeness and distribute copies for comment as required.

9. City Engineer reviews and approves Final Plat

- The City Engineer reviews the Final Short Plat for compliance with the following:
 - a. The approved Preliminary plat and the conditions issued with the decision
 - b. The approved construction drawings
 - c. The Snohomish Municipal Code (SMC)
 - d. The City Engineering & Development Standards
- If the Final Short Plat is not in compliance with the above, the City Engineer returns the short plat to the applicant with a list of the deficiencies.
- If the Final Short Plat meets all the requirements, it receives the appropriate City approval signatures.

10. Final Short Plat is recorded

- The original of the Final Short Plat shall be filed for record with the County Auditor. One reproducible copy of the recorded map shall be kept on file with the Planning and Development Services Department.
- Chapter 58.17RCW contains the State of Washington requirements for platting property in the state. County and City requirements comply with the regulations of Chapter 58.17RCW. However, it is the responsibility of the applicant to meet these requirements.

Use the following checklist during the final short plat phase:

DATE	ACTION
	Applicant notified to submit Maintenance Bond for approval
	City Engineer reviews and approves bond amount
	City Attorney reviews and approves bond to form, sufficiency, and manner of execution
	Bond amount approved
	Final inspection by City
	Punch-list issued to applicant following completion of construction
	Applicant corrects deficiencies
	City re-inspects and determines if construction is complete
	Applicant submits certified As-built drawings from Design Engineer
	City reviews and approved As-builts, or returns them to applicant for corrections
	City Engineer reviews the Final Short Plat for compliance with the following:
	<input type="checkbox"/> Approved Preliminary Short Plat, and the conditions issued with the decision
	<input type="checkbox"/> Approved construction drawings
	<input type="checkbox"/> Snohomish Municipal Code
	<input type="checkbox"/> Engineering Design & Construction Standards
	<input type="checkbox"/> RCW / WAC
	City Engineer approves the Final Plat
	Applicant submits final As-built drawings of water, sewer, road and storm water drainage system plans in DIGITAL FORMAT, WITH ONE SET OF WET-STAMPED MYLARS
	As-built drawings reviewed and approved by City Engineer and Planning Director
	City Engineer establishes date of completeness of application, distributes copies for comments
FINALIZE SHORT PLAT	
	City Engineer accepts and signs the bill of sale for improvements
	Applicant records the original Final Short Plat with the Snohomish County Auditor
	Applicant returns a conformed copy of the recorded short plat map to the City



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

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

FINAL 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"/>	Final Short Plat Fee	\$1,500.00	Date of Receipt:	Receipt #
TOTAL PAID		\$		

Signature of Owner/Contractor or Authorized Agent

Printed Name

Date

Permit Coordinator: _____ Date: _____

Short Plat Project #:			
Approved:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date of Approval:



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

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

FINAL SHORT PLAT – SUBMITTAL CHECKLIST

ALL SUBMITTALS **MUST** BE COMPLETE

- Final Short Plat Application form
- Land Use Application form
- Title certificate
Must be free and clear of all encumbrances
- Applicant Narrative, stating how each condition of preliminary approval has been met
- Short Plat Map
Must meet the recording requirements of the Snohomish County Auditor (see below), and must include Certification on the first page containing the legal description, covenants/easements and stating the subdivision has been made with the free consent and in accordance with the desire of the owner(s).
- Dedication to the public of all streets and other public areas (on the first page)
- Performance bond, if appropriate
SMC 14.215.060
- Maintenance bond
SMC 14.215.080
- As-built drawings
Approved by the City Engineer
- Bill of sale for all improvements to be owned by the City

SNOHOMISH COUNTY REQUIREMENTS FOR RECORDING SHORT PLATS:

The County Auditor is legally authorized to reject any surveys that do not meet these requirements (58.09RCW, 58.17RCW, 332-130 WAC) AG Opinion AGLO 1980 No. 31 11/3/80. Enacted Ch. 50, Laws of 1973, Snohomish County Code (SSC) 19A50.020.

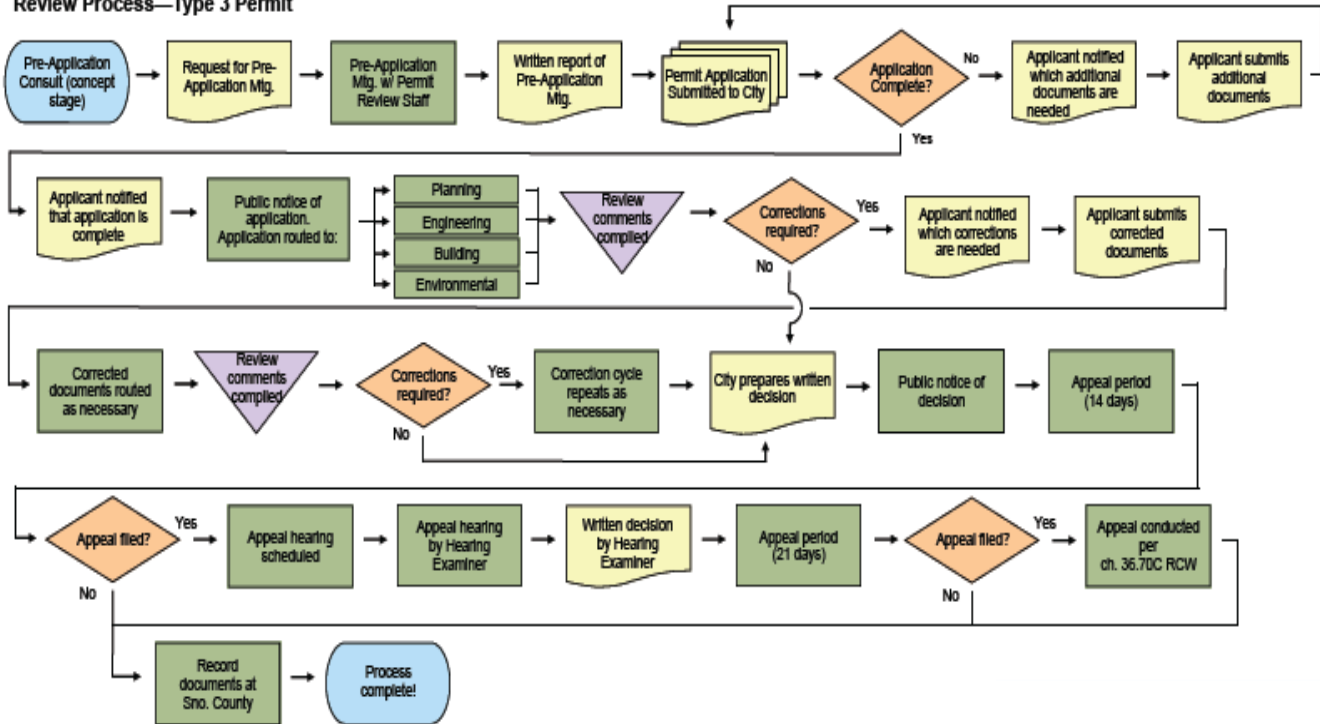
- Standard size sheets (18" x 24") with 2" margin on left edge and at least ½" margin on all other sides.
- Legibility
 - All copies must be suitable for scanning – uniform contrast (no dark and light areas)
 - Signatures and seals must be legible on prints
 - Original signatures in blank ink, including notary
 - No information on any copy should be obscured by cross-hatching or shading
 - Dimensioning and lettering must be 0.08 inches or larger
- Auditor's Standard Certificate
- Surveyor's Standard Certificate – including name, license number, signature, date approved
- Approval by Planning Director or designated City official
- Name of owner requesting survey and notarized signature
- Title Block – Name of surveyor or firm performing survey, sheet identification (i.e., sheet 1 of 5), date prepared
- Surveyor's seal and signature on all pages (signature through seal, expiration date handwritten)
- Snohomish County* Legal Description (Sections 1-36, Townships 27-32, Ranges 3-14). Must include:
 - Section, Township, Range; ¼ – ¼
 - OR** Section, Township, Range; approximate ¼ – ¼; appropriate Gov't Lot designation
 - OR** Township and Range; appropriate Gov't Lot designation
 - AND** when applicable, Lot, Block, Plat Name; Recording Data
- No adhesive material on the surface of the recorded document

Short Plat – Applicable Permit Review Processes

Short Plats are processed as Type 3 or Type 4 Permits, depending upon SEPA status

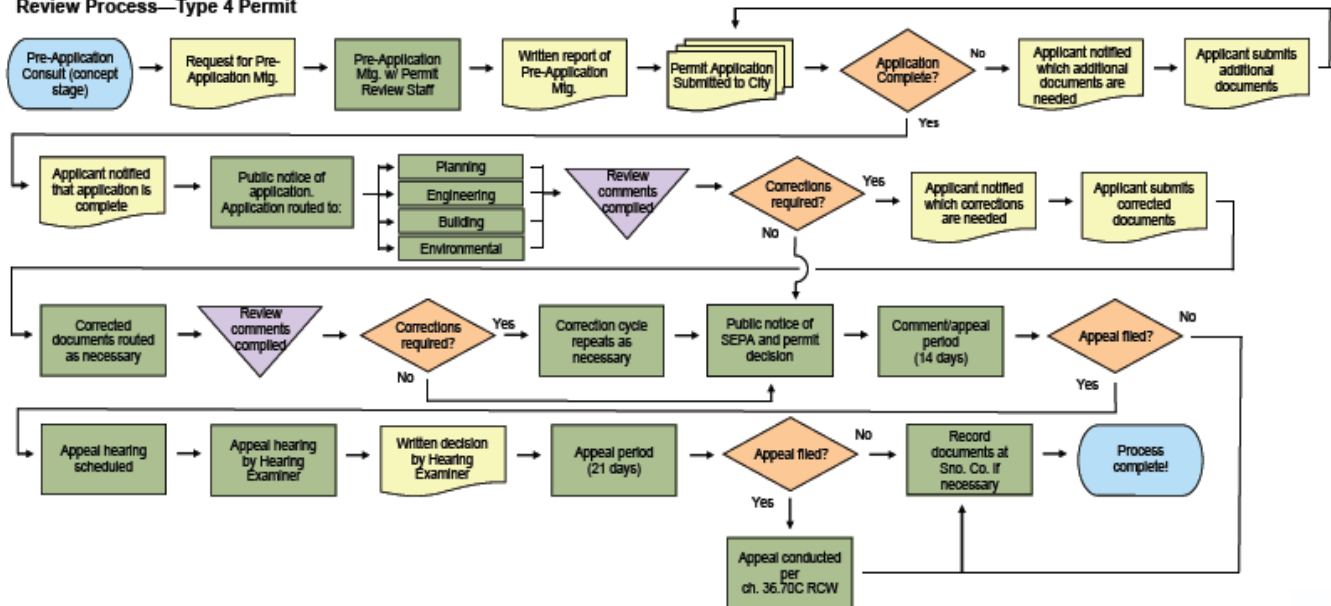
Type 3 Permits include: short plat not subject to SEPA. Public notice of application and decision is required.

Review Process—Type 3 Permit



Type 4 Permits include: administrative development plan, building permit, and short plat when subject to SEPA. Public notice of application and decision is required.

Review Process—Type 4 Permit



NOTES:

1. Refer to Title 14 of the Snohomish Municipal Code for current information.
2. If required, design review conducted during department application review.
3. Permit fees are required in order for an application to be considered complete.
4. Additional fees, including impact fees, may be required at the time of permit approval.
5. Additional time required for public notice and appeal periods for shoreline permits.
6. Public hearing would include SEPA appeal, if any.

CITY OF SNOHOMISH CRITERIA FOR PLAT NAMES

Applicants should use the applicant's name for the name of the subdivision.

Jane Doe Plat **OR** *Jane Doe First Addition*

PLAT NAME LIST

If an applicant does not wish to use their name for the plat, any of the following names may be used.

Washington Counties

Adams, Asotin, Benton, Chelan, Clallam, Clark, Columbia, Cowlitz, Douglas, Ferry, Franklin, Garfield, Grant, Grays Harbor, Island, Jefferson, King, Kitsap, Kittitas, Klickitat, Lewis, Lincoln, Mason, Okanogan, Pacific, Pend Oreille, Pierce, San Juan, Skagit, Skamania, Spokane, Stevens, Thurston, Wahkiakum, Walla Walla, Whatcom, Whitman, Yakima

Washington Governors

George E. Cole, Samuel G. Cosgrove, Daniel Jackson Evans, Elisha P. Ferry, Alvin Flanders, Booth Gardner, Richard Gholson, Louis F. Hart, Roland H. Hartley, Marion E. Hay, Arthur B. Langlie, Ernest Lister, Mike Lowry, Clarence D. Martin, Henry McBride, John H. McGraw, Albert E. Mead, Marshall F. Moore, Miles C. Moore, Fayette McMullen, William A. Newell, William Pickering, Dixy Lee Ray, John R. Rogers, Albert Dean Rosellini, Edward S. Salomon, Watson C. Squire, Eugene Semple, John Dennis Spellman, Isaac I. Stevens, William H. Wallace, Monrad C. Wallgren

U.S. Historical Women

Babe Didrikson Zaharias, Gertrude Pridgett, Susan B. Anthony, Margaret Tobin Brown, Sacajawea, Juliette Gordon, Dixy Lee Ray, Bertha Knight Landes, Reba Hurn, Belle Culp Reeves, Abigail Adams

If a portion of a name is already in use by another plat, the name may be rejected by the County Auditor's office, as there could be potential for confusion or difficulty if several plats contain portions of the same name.

USEFUL LINKS:

REFERENCE ITEM	LINK
Snohomish Municipal Code	http://www.ci.snohomish.wa.us/MunicipalCode.htm
Land Use Map	http://www.ci.snohomish.wa.us/MapLandUse.htm
Snohomish Comprehensive Plan	http://www.ci.snohomish.wa.us/ComprehensivePlan.htm
Application Forms	http://www.ci.snohomish.wa.us/FormsApplications.htm
City of Snohomish Design Standards and Guidelines Outside the Historic District	http://www.ci.snohomish.wa.us/PDFs/DesignStandards.pdf
Snohomish Historic District Design Standards	http://www.ci.snohomish.wa.us/PDFs/DesignStandardsHistoricDistrict.PDF
Endangered Species Act Response Planning	http://snoedc.com/pdfs/Snohomish_ESA_Strategy_060704b.pdf

For more information, visit Snohomish City Hall at 116 Union Avenue any time from 9:00 a.m. until 5:00 p.m. Monday through Friday, excluding holidays. You may also contact Planning & Development Services at (360) 568-3115.