

Submittal Checklist

Applicant comments are in red

18.210.010 (2) An applicant for pre-application review of a preliminary plat shall submit the requisite fee, a completed pre-application review form provided for that purpose by the city, and four copies of the following:

(a) Subdivision name;

Refer to submitted Application and Preliminary Plat

(b) Name, mailing address, and telephone number of the owner, engineer, surveyor, planner, attorney and developer/applicant and the person with whom official contact should be made regarding the application;

Refer to submitted Application and Preliminary Plat

(c) The date that the application was prepared;

Refer to submitted Application

(d) The approximate acreage of the site and of each proposed lot and tract;

Refer to submitted Application and Preliminary Plat

(e) Comprehensive plan and zoning designations for the site;

Refer to submitted Application

(f) Existing and proposed land uses and structures on the site, and the proposed disposition of existing uses and structures;

Refer to submitted Application

(g) A description of land title to or easements over which the applicant proposes to dedicate to the city and the purpose for such, if applicable;

Refer submitted Preliminary Plat

(h) A legal description for the site, including township, range and section and applicable assessor's map number(s);

Submitted with application, refer to table of contents

(i) A topographic map of the site if the preliminary plat submitted for pre-application review does not show elevation contours;

Refer to submitted Existing Conditions/Preliminary Survey Plan

(j) A draft environmental (SEPA) checklist may be submitted but is not required for pre-application review;

Submitted with application, refer to table of contents

(k) A proposed preliminary subdivision plat at a scale of no more than one inch equals 200 feet, with north arrow, date, graphic scale, existing and proposed lots, tracts, easements, rights-of-way and structures on the site, and existing lots, tracts, easements, rights-of-way and structures abutting the site; provided, information about off-site structures and other features may be approximate if such information is not in the public record. The applicant shall provide one copy of the plat reduced to fit on an eight-and-one-half-inch by 11-inch page. The plat shall show the dimensions and areas of all proposed lots, tracts and dedications. The plat shall show the distance from proposed property lines to the nearest existing structures on the site unless those structures will be removed;

Submitted with application, refer to table of contents

(I) Any other items or details the applicant believes would assist the staff in its review, such as proposed stormwater plans, proposed utilities and their availability, geotechnical, wetland or other critical areas on or abutting the site, and a traffic impact study. [Ord. 2006-17 § 1, 2006.]

Refer to table of contents for additional information submitted

18.210.030 Preliminary plat application contents.

An applicant for a preliminary short plat shall submit the requisite fee, a completed application review form provided for that purpose by the city, and 10 copies of the following information:

(1) The information listed in LCMC [18.210.010](#)(2), provided an environmental checklist or EIS is required for a technically complete application unless categorically exempt.

Submitted with application, refer to table of contents

(2) Written authorization to file the application signed by the owner of the property that is the subject of the application, if the applicant is not the same as the owner as listed by the Clark County assessor.

Submitted with application, refer to table of contents

(3) Proof of ownership document, such as copies of deeds and/or a policy or satisfactory commitment for title insurance.

Submitted with application, refer to table of contents

(4) A legal description of the property proposed to be divided.

Submitted with application, refer to table of contents

(5) If a subdivision contains large lots or tracts which at some future time are likely to be resubdivided, the application shall include a master plan of all land under common ownership in order to provide for extension and opening of streets at intervals which will permit a subsequent division of each divisible parcel into lots of smaller size.

N/A No large lots or tracts are proposed.

(6) A copy of the pre-application conference summary, if the application was subject to pre-application review, and all information required to address issues, comments and concerns in the summary.

Submitted with application, refer to table of contents

(7) A written description of how the proposed preliminary plat does or can comply with each applicable approval criterion for the preliminary plat, and basic facts and other substantial evidence that support the description.

Narrative submitted with application, refer to table of contents

(8) The names and addresses of owners of land within a radius of 300 feet of the site. Owner names and addresses shall be printed on mailing labels.

(a) The applicant shall submit a statement by the assessor's office or a title company certifying that the list is complete and accurate, based on the records of the Clark County assessor within 30 days of when the list is submitted.

(b) If the applicant owns property adjoining or across a right-of-way or easement from the property that is the subject of the application, then notice shall be mailed to owners of property within a 300-foot radius, as provided above, of the edge of the property owned by the applicant adjoining or across a right-of-way or easement from the property that is the subject of the application.

Submitted with application, refer to table of contents

(9) Applications necessarily associated with the preliminary plat, such as applications for exceptions, adjustments or variances to dimensional requirements of the base or overlay zones or for modifications to the road standards in Chapter [12.10](#) LCMC that are required to approve the preliminary plat application as proposed. **NONE N/A**

(10) A wetlands delineation and assessment if required by Chapter [18.300](#) LCMC, and an application for a wetland permit and associated preliminary plan if required by Chapter [18.300](#) LCMC to approve the preliminary plat application as proposed.

Submitted with application, refer to table of contents

(11) An appropriate geotechnical study if:

- (a) The site contains substantial fill, or the applicant proposes to place substantial fill on the site; or
- (b) The site contains land identified by the U.S. Soil Conservation Service, Clark County or the state of Washington as having slopes in excess of 25 percent or as being subject to instability, unless the applicant will not develop or otherwise significantly affect such lands or shows that the site does not contain unstable soils or steep slopes.

Submitted with application, refer to table of contents

(12) Preliminary grading, erosion control and drainage plans, which may be a single plan, consistent with applicable provisions of Chapter [18.320](#) LCMC.

Submitted with application, refer to table of contents

(13) Evidence that potable water will be provided to each lot from a public water system, and that each lot will be connected to public sewer.

Submitted with application, refer to table of contents

(14) A plan showing proposed phasing if the applicant proposes to develop the subdivision in phases.

N/A No proposed phasing

(15) An archaeological predetermination if the area proposed for development contains lands classified as having moderate or higher probability of containing archaeological resources as determined by the city. [Ord. 2007-09 § 5, 2007; Ord. 2006-17 § 1, 2006.]

Submitted with application, refer to table of contents