



PLAT ALTERATIONS

Online application required. Submit online at www.MyBuildingPermit.com.

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This intake checklist identifies the minimum application elements necessary for the City of Bothell to accept the application. Should any of the following minimum items not be provided, the application will not be accepted at the counter. Acceptance of an application deems the application complete.

Applicant: Check each box under the *Applicant* heading on this checklist to confirm items are included in your submittal. A Permit Technician will check off each box under *Staff* when the item is confirmed to be included in the submittal package. *If you think an item is not applicable to your project, you must contact the appropriate department prior to your intake appointment to have the items initialed as not required.*

Development Services permit application requirements per BMC 11.06.002 and 15.14.040

General Requirements per BMC 11.06.002 (one copy of each item required):

Applications for project permits shall be submitted to the city upon forms provided by the director. An application shall consist of all materials required by the applicable development regulations for the specific permit(s) sought, and shall include the following general information.

Applicant	Staff
<input type="checkbox"/> A completed & signed Permit Application form.....	<input type="checkbox"/>
<input type="checkbox"/> Copy(s) of the recorded legal descriptions of the existing property(s) boundary(s) and dimensions of property and/or legal description of the site for all applications, as required by the applicable development regulations.	<input type="checkbox"/>
<input type="checkbox"/> A completed Development Review Billing Form (form D)	<input type="checkbox"/>
<input type="checkbox"/> Information on capacity of existing storm water conveyance and control facilities and a downstream storm water study, which analyzes capacity of existing storm water conveyance and control facilities.	<input type="checkbox"/>
<input type="checkbox"/> Designation by name, street and mailing address, telephone number, and relationship to the applicant, of the person to receive all determinations and notices required by BMC Chapter 11.06.	<input type="checkbox"/>
<input type="checkbox"/> An application for a concurrency encumbrance letter (BMC 17.03.014) unless the permit is specifically exempted by BMC 17.03.003. NOTE: If concurrency encumbrance letter has been issued, submit letter in lieu of concurrency application.	<input type="checkbox"/>

Application requirements per 15.14.040 (six copies of each item required):

These requirements are in addition to the minimum application requirements in BMC 11.06.002.

Applicant	Staff
<input type="checkbox"/> Signatures of the majority of those persons having an ownership interest of lots, tracts, parcels, sites	<input type="checkbox"/>
<input type="checkbox"/> If the subdivision is subject to restrictive covenants which were filed at the time of the approval of the subdivision, and the application for alteration would result in the violation of a covenant, the application shall contain an agreement signed by all parties subject to the covenants providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the alteration of the subdivision or portion thereof.	<input type="checkbox"/>

Other Submittal Requirements (six copies of each item required):

- | Applicant | Staff |
|---|--------------------------|
| <input type="checkbox"/> SEPA Checklist..... | <input type="checkbox"/> |
| <input type="checkbox"/> Draft of proposed covenants (if any)..... | <input type="checkbox"/> |
| <input type="checkbox"/> Notes and determinations from the Pre-application Conference..... | <input type="checkbox"/> |
| <input type="checkbox"/> A copy of the approved plat sought to be altered, together with all plat amendments recorded since the date of the original approval. | <input type="checkbox"/> |
| <input type="checkbox"/> Any other information required by the Community Development and Public Works director for the purposes of ascertaining ownership and the existence of easements or covenants affecting the subject property. | <input type="checkbox"/> |
| <input type="checkbox"/> Vicinity map..... | <input type="checkbox"/> |
| <input type="checkbox"/> Tree retention plan consistent with BMC 12.18.030 | <input type="checkbox"/> |
| <input type="checkbox"/> Any other information required by the Community Development and Public Works Director for the purposes of ascertaining ownership and the existence of easements or covenants affecting the subject property. | <input type="checkbox"/> |

Revised drawing of the plat showing (six copies required):

- | Applicant | Staff |
|---|--------------------------|
| <input type="checkbox"/> Boundary lines including bearing and distance | <input type="checkbox"/> |
| <input type="checkbox"/> Proposed lot dimensions (all directions) | <input type="checkbox"/> |
| <input type="checkbox"/> Proposed lot areas in square feet | <input type="checkbox"/> |
| <input type="checkbox"/> Proposed lot numbers..... | <input type="checkbox"/> |
| <input type="checkbox"/> Proposed lot lines | <input type="checkbox"/> |
| <input type="checkbox"/> Site data, including total site area, name of school district, name of water and sewer district, name of telephone service provider, name of electrical power provider, name of gas provider, name of County, Section, Township and Range, average lot size, acres in parks. | <input type="checkbox"/> |
| <input type="checkbox"/> Scale shown..... | <input type="checkbox"/> |
| <input type="checkbox"/> North arrow | <input type="checkbox"/> |
| <input type="checkbox"/> Date of drawing preparation..... | <input type="checkbox"/> |
| <input type="checkbox"/> Size, character and location of all existing buildings | <input type="checkbox"/> |
| <input type="checkbox"/> Zoning, on and adjacent to the tract | <input type="checkbox"/> |
| <input type="checkbox"/> Key plan showing location of the tract | <input type="checkbox"/> |

If any changes to utilities or roadways are proposed the following information is required:

- | Applicant | Staff |
|---|--------------------------|
| <input type="checkbox"/> Site contours (maximum 5 foot contour interval) showing existing natural grade and proposed finished grades | <input type="checkbox"/> |
| <input type="checkbox"/> Proposed public improvements, including proposed public rights-of-way, sidewalks, curb and gutter, planter strips, street trees, utilities to include, sanitary sewer, storm drainage facilities, domestic water lines | <input type="checkbox"/> |
| <input type="checkbox"/> Road width and turning radii | <input type="checkbox"/> |
| <input type="checkbox"/> Proposed sanitary, storm water and water systems plan(s) with points of connection, grades and sizes indicated..... | <input type="checkbox"/> |

If critical areas are located on or adjacent to the area to be altered is required:

Applicant	Staff
<input type="checkbox"/> A wetlands delineation and categorization report (if wetlands present on or adjacent to the subject property)	<input type="checkbox"/>
<input type="checkbox"/> A Stream Delineation and Assessment Study (if streams located on or adjacent to the subject property)....	<input type="checkbox"/>
<input type="checkbox"/> A Geological Hazards Report (Soils Report) (if steep slopes present on subject property)	<input type="checkbox"/>
<input type="checkbox"/> An Aquifer recharge special report prepared by a Geologist (if aquifer recharge occurs on the adjacent to the subject property)	<input type="checkbox"/>
<input type="checkbox"/> A special flood report prepared by a licensed engineer, (If the site within a Frequently flooded area)	<input type="checkbox"/>
<input type="checkbox"/> A Wildlife Inventory\Study (if site contains endangered, threatened, or sensitive species)	<input type="checkbox"/>
<input type="checkbox"/> A Title Report prepared by a licensed Title Insurance Agency	<input type="checkbox"/>

The applicant is responsible for all notification (posting, mailing and other methods) as required by Title 11, Administration of Development Regulations.

Applications found to contain material errors shall not be deemed complete until such material errors are corrected.

The Director of Community Development may waive specific submittal requirements determined to be unnecessary for review of the application.

NOTE: Other items may be required to be submitted for a Plat Alteration Application to be consistent with the Bothell Municipal Code.