



# DEVELOPMENT SERVICES

BUILDING • COMMUNITY RISK REDUCTION • ENGINEERING • PLANNING • PERMIT SERVICES • TRANSPORTATION

## PRELIMINARY SHORT PLAT

Online application required. Submit online at [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com).

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This intake checklist identifies minimum application elements necessary for the City to accept the application for further processing. Should any of the following minimum items not be provided, the application will not be accepted at the counter. Acceptance of an application DOES NOT guarantee completeness. The City will take up to 28 days to make a completeness determination.

**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.

All items noted with an "L" next to the Applicant box must be labeled by the applicant, for file identification.

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

- | Applicant  | Staff                    |
|--|--------------------------|
| <input type="checkbox"/> A completed & signed Permit Application form.....   | <input type="checkbox"/> |
| L <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"/> Application fee due at submittal: see Land Use and Planning Fees form C .....   | <input type="checkbox"/> |
| L <input type="checkbox"/> Evidence of adequate water and sewer availability as required by RCW 19.27.097 (Water and Sewer Certificate of Availability). If the City of Bothell is your provider, submit an application for Water and Sewer Certificate of Availability. <b>You must receive your certificate prior to submitting this application, please allow 2 weeks for this review.</b> If your provider is Alderwood, Northshore or Woodinville, please contact them for information regarding receiving certification for water and sewer availability and provide this with your application. (5 copies required) | <input type="checkbox"/> |
| L <input type="checkbox"/> Information on the 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"/> |
| L <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. <b>NOTE:</b> If a concurrency encumbrance letter has been issued, submit the letter in lieu of concurrency application.  | <input type="checkbox"/> |
| L <input type="checkbox"/> Any other information required by the Community Development Director for the purposes of ascertaining ownership and the existence of easements or covenants affecting the subject property.   | <input type="checkbox"/> |

Application requirements per 15.06.020 (7 copies of the short plat map required):

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

- | Applicant  | Staff                    |
|--|--------------------------|
| <input type="checkbox"/> A proposed short plat map must include pertinent survey data compiled as a result of a survey made by, or under the supervision of, a licensed land surveyor in the state and engaged in land surveying. The short plat shall contain the acreage, scale, north arrow, datum, benchmarks, certification of the surveyor and the date of the survey. | <input type="checkbox"/> |

**Additionally, the short plat map must include the following:**

- |                          |   |                          |
|--------------------------|---|--------------------------|
| Applicant                |   | Staff                    |
| <input type="checkbox"/> | Name and address of the owner(s) of the tract.....  | <input type="checkbox"/> |
| <input type="checkbox"/> | The owners of adjacent land and the names of any adjacent subdivisions.....   | <input type="checkbox"/> |
| <input type="checkbox"/> | Lines marking the boundaries of the proposed lots.....  | <input type="checkbox"/> |
| <input type="checkbox"/> | Approximate locations of existing streets and ways or easements for such streets and ways within and adjacent to the tract..... | <input type="checkbox"/> |
| <input type="checkbox"/> | Existing and proposed roadway grades.....   | <input type="checkbox"/> |
| <input type="checkbox"/> | Legal description of the property boundary and dimensions of all proposed lots.....   | <input type="checkbox"/> |
| <input type="checkbox"/> | Name, business address and business phone number of the licensed land surveyor.....   | <input type="checkbox"/> |

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

- |                            |   |                          |
|----------------------------|---|--------------------------|
| Applicant                  |   | Staff                    |
| L <input type="checkbox"/> | Site contours (maximum 5 foot contour interval) showing existing natural grade and proposed finished grades .....   | <input type="checkbox"/> |
| L <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"/> |
| L <input type="checkbox"/> | Road width and turning radii.....   | <input type="checkbox"/> |
| L <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, the following is required (4 copies):**

- |                            |  |                          |
|----------------------------|--|--------------------------|
| Applicant                  |  | Staff                    |
| L <input type="checkbox"/> | A wetlands delineation and categorization report (if wetlands present on or adjacent to the subject property)  | <input type="checkbox"/> |
| L <input type="checkbox"/> | A stream delineation and assessment study (if streams are located on or adjacent to the subject property) ..   | <input type="checkbox"/> |
| L <input type="checkbox"/> | A geological hazards report (soils report) (if steep slopes present on subject property) .....   | <input type="checkbox"/> |
| L <input type="checkbox"/> | An aquifer recharge special report prepared by a geologist/hydrologist (if aquifer recharge occurs on or adjacent to the subject property)   | <input type="checkbox"/> |
| L <input type="checkbox"/> | A special flood hazard area study (if the site is contains a frequently flooded area).....   | <input type="checkbox"/> |
| L <input type="checkbox"/> | A wildlife inventory\study (if site is the habitat for species identified by the State Department of Fish and Wildlife as endangered, threatened, sensitive, or priority, or where herons are found to have a primary association) | <input type="checkbox"/> |

**Other Submittal Requirements:**

- |                            |  |                          |
|----------------------------|--|--------------------------|
| Applicant                  |  | Staff                    |
| L <input type="checkbox"/> | <b>Four</b> copies of a vicinity map indicating nearest existing fire hydrant locations (fire, pln, eng, file) .....   | <input type="checkbox"/> |
| L <input type="checkbox"/> | <b>Three</b> copies of a downstream storm water study which analyzes capacity of existing storm water conveyance and control facilities (see city engineer for details). (eng, file) | <input type="checkbox"/> |
| L <input type="checkbox"/> | <b>Three</b> copies of a title report prepared by a licensed Title Insurance Agency prepared within most recent three months. (pln, eng, file)                                       | <input type="checkbox"/> |
| L <input type="checkbox"/> | <b>Three</b> copies of a tree retention plan consistent with BMC 12.18.030. (pln, eng, file) .....   | <input type="checkbox"/> |
| <input type="checkbox"/>   | <b>Three</b> copies of the School Safe Walk Assessment form (Form 52) that has been completed by the Northshore School District. (pln, eng, file)                                    | <input type="checkbox"/> |
| <input type="checkbox"/>   | <b>Seven</b> sets of the notes and determinations from the Pre-Application meeting.....  | <input type="checkbox"/> |

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