



PRELIMINARY SHORT PLATS/LARGE LOTS COUNTER COMPLETE SUBMITTAL CHECKLIST

Applicant:

Please use this checklist to aid you in preparing a complete application before submitting to DCD. You must have all the items required for your application complete in order for your application to be accepted.

Please call a Development Engineering Permit Technician at (360) 337-5777 for a submittal appointment or if you have any questions regarding your application submittal.

For Official Use Only
Submittal Date: _____
Application Number: _____
Staff Name: _____

Applicant Name: _____ Assessor's Account # _____

Project Name: _____

- Application fees
 - Base fee – see current DCD fee schedule
 - Permit fee – see current DCD fee schedule
 - Concurrency Capacity Reservation fee – see current DCD fee schedule
- Health District review fee – see current Health District fee schedule
- One copy of the Pre-application Meeting Summary letter or waiver request form
- One original and nine copies of the completed application form
- Ten sets of prints of the preliminary plat
- Three copies of an application for a Concurrency Capacity Reservation and/or a Concurrency Certificate
- Soil logs shown on the map, if proposing on-site septic (short subdivisions only)
- Three copies of a water availability letter signed by appropriate official, if proposing public water
- Three copies of a sewer availability letter signed by appropriate official, if proposing public sanitary sewer
- Six copies of the SEPA Environmental Checklist, required for Short Subdivisions with water or on-site water bodies and for all Large Lot Subdivisions
- For a major development or a minor development requiring engineering:
 - Five copies of preliminary drainage plans
 - Five copies of preliminary drainage report
 - Five copies of other technical reports and documents as applicable
- For a minor development not requiring engineering:
 - Five copies of an abbreviated plan
 - Five copies of other technical reports and documents as applicable

Comments:

This list is intended to be as complete a list as possible. You should be aware, however, that additional items may be required if the review process indicates more information is needed to evaluate your project request or if the project changes in any way.