



# THE TOWN OF WOODWAY

23920 113th Place W. · Woodway · WA 98020  
206.542.4443 · 206.546.9453 fax  
<http://www.townofwoodway.com/permits/development.htm>

Short Plat #:

Date Received:

## SHORT PLAT SUBMITTAL CHECKLIST

- Pre-application conference summary, if applicable
- One copy of completed Master Permit application form and Subdivision supplement
- Legal description of property to be subdivided
- The names, addresses, and telephone numbers of all adjacent property owners
- A current title report or plat certificate dated within ten days of the date of submittal
- For septic systems, provide approval from Snohomish Health District
- Water availability letter - Olympic View Water & Sewer District
- Sewer availability letter - Olympic View Water & Sewer District
- One copy of Environmentally Sensitive Areas questionnaire
- SEPA Checklist, if required
- 12 plat drawings, at a scale no smaller than 1" = 100' and on paper no larger than 18" X 24", that depict the following:
  - The date, scale and north arrow
  - The boundaries of the entire parcel being subdivided, including all contiguous unplatted property owned by the applicant
  - Property lines, dimensions, and square footage of all proposed lots, whether or not within the limits of the Town
  - The name, location, and width of existing and proposed public rights-of-way
  - The location, dimension, and purpose of existing and proposed easements
  - The proposed building setbacks on each proposed lot
  - Location of existing buildings and major structures and their distance from the property lines
  - Location of natural features such as streams, wetlands, shorelines, ravines, and steep slopes
  - Location and size of existing utilities, including water, sewer, storm drains, and fire hydrants along with verification from the servicing utility; and/or proposed plans for providing utility service if not presently available. Plans for new fire hydrants shall be accompanied by a statement of approval from the serving water utility and fire chief
  - Existing trees on site (all trees 8" diameter and greater)
  - Location and description of permanent control monuments to which all dimensions, bearings, azimuths, and similar data on the plat are referred
  - Purpose for which sites are dedicated to the public
  - Certification by registered land surveyor as to the accuracy of the plat and survey
  - Certificate of owner(s) dedicating roads, rights-of-way, easements, and any sites for public purposes
- One copy of the plat drawing, reduced to 8.5" x 11"
- Short Plat application fee