SHORT PLAT SUBMITTAL CHECKLIST

☐ Pre-application conference summary
☐ One copy of completed short plat application form
☐ Short Plat application fee
☐ Legal description of property to be subdivided
☐ The names, addresses, and telephone numbers of all adjacent property owners
☐ A copy of the applicable Snohomish County Assessor’s parcel map
☐ A list of all property owners within six hundred feet of the boundary of the proposed project; and two sets of stamped envelopes addressed to all property owners within six hundred feet of the boundary of the proposed project, with return address of the Town of Woodway.
☐ A current title report or plat certificate dated within thirty days of the date of submittal
☐ The proposed methods of serving the individual lots in the short subdivision with utilities, including hydrants, and access;
   ☐ 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 the Environmentally Critical Areas questionnaire
☐ An area map, including property to be subdivided.
☐ SEPA Environmental Checklist, if required
☐ 10 plat drawings, at a scale no smaller than 1" = 100' and on paper no larger than 18" × 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" × 11"