



TOWN OF WOODWAY

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<http://www.townofwoodway.com>

File #:

Date Received:

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" 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"