

# SUBDIVISION APPLICATION

## Preliminary Plat, Post Decision Review, Final Plat



PO Box 371 Stevenson, Washington 98648

Phone: (509)427-5970 Fax: (509)427-8202

**Request:**

Preliminary Plat       Post Decision Review       Final Plat

**Applicant/Contact:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address (Optional): \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

If There are Additional Property Owners, Please Attach Additional Pages and Signatures as Necessary

**Subject Property Address (Or Nearest Intersection):** \_\_\_\_\_

**Tax Parcel Number:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_

**Name of Affected Waterbody:** \_\_\_\_\_ **Shoreline Designation:** \_\_\_\_\_

**Current Use:** \_\_\_\_\_ **Proposed Use:** \_\_\_\_\_

**Brief Project Summary:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Water Supply Source:** \_\_\_\_\_ **Sewage Disposal Method:** \_\_\_\_\_

*As the property owners of the real property described in this proposal, our signatures indicate our approval of this proposal, with the understanding that the proposal is subject to review, approval, and/or denial under SMC 16.14- through .44*

*I/we hereby provide written authorization for the City to reasonably access to the subject property to examine the proposal and carry out the administrative duties of the Stevenson Municipal Code.*

*I/we hereby certify my/our awareness that application fees are non-refundable, there is no guarantee that a permit will be issued*

Incomplete applications will not be accepted. • Please ensure that all submittals are included

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Property Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For Official Use Only:  
Date Application Received \_\_\_\_\_ • Date Application Complete \_\_\_\_\_



SUBMIT TO:  
City Hall  
7121 NE Loop Road

# Subdivision

## Submittal Requirements

*The following information is required for all Subdivision Applications. Applications without the required information will not be accepted. Plats are to be prepared by a registered land surveyor and submitted on 22"x32" paper and drawn to a minimum scale of 1"=100'.*

- Application Fee** (Amount: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_)
- Completed and Signed Subdivision Application**
- Any Associated Land Use and Building Permit Applications**
- A Title Insurance Report or Subdivision Guarantee**

*The following information is required for Preliminary Plat Applications. Preliminary plats are neat and approximate drawings of proposed subdivisions showing the general layout of roads and alleys, lots, blocks, and other elements of plats or subdivisions which furnish the basis for approval or disapproval of the general layout of subdivisions.*

- Eight (8) Copies of Preliminary Plat Proposals—Drawn to scale, showing the proposal site and all adjoining areas within 100 feet, and including the following:**
  - The name of the proposed subdivision
  - The names and contact information for all persons holding interest in the land
  - The date the survey was prepared
  - All existing and proposed property boundary lines together with their bearings and lengths
  - The proposed numbers of all lots and blocks within the plat
  - The location, names and width of all existing and proposed streets, roads and easements within and adjacent to the proposal
  - The location and size of all existing structures, utility lines, easements, test holes, septic tanks and drainfields, wells, and other important features
  - Contour lines of at least five (5) foot intervals and the datum used as a basis
- Plans of Proposed Water Distribution Systems, Sewage Disposal Systems, Drainage Systems, and Traffic Circulation Systems**
- A Draft Copy of All Restrictive Covenants Proposed for the Subdivision**

*The following information is required for Final Plat Applications. Final plats are the final drawing of the subdivision and dedication prepared for filing for record with the County Auditor and containing all elements and requirements set forth in state law and the Stevenson Municipal Code.*

- The Original and Five (5) Copies of the Proposed Final Plat—Prepared by a Registered Land Surveyor and Showing**
  - The name of the proposed subdivision
  - The legal description of land contained within the subdivision
  - All section, township, municipal and county lines lying within or adjacent to the subdivision
  - The location of all permanent control monuments found and established within the subdivision and all other monuments or ties used to establish the subdivision boundaries
  - The boundary of the subdivision with complete bearings and dimensions
  - The length, bearings, radii, arcs, and/or semitangents of all lot lines
  - The location, width, centerline and name of all streets within and adjoining the subdivision
  - The location and with of all easements

# Subdivisions

## Submittal Requirements, Continued

*The following information is required for Final Plat Applications, continued.*

- The Original and Five (5) Copies of the Proposed Final Plat, Continued**
  - The numbers assigned to all lots within the subdivision
  - Any protective improvements or restricted areas
  - A certificate by a professional land surveyor attesting to the accuracy of the proposed plat
  - A signature block for the property owners, Public Works Director, City Clerk-Treasurer, County Treasurer, Mayor, County Auditor, and other government officials whose signatures are required by law
  
- A Final Draft Copy of All Restrictive Covenants Proposed for the Subdivision**