

Subdivision Submittal Checklist Preliminary Formal Plat

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Subdivision is a two-part process, beginning with a Preliminary Plat and ending with a Final Plat. This checklist covers submittal requirements for Preliminary Formal Plats – the first step for subdivisions with 10 or more lots.

Name _____ City Staff _____

Date _____ Zone District _____

Address(es) or Tax Parcel ID(s) _____

Project Description _____

The following information is needed to submit an application for review. Read each item carefully and provide all applicable information. Submittal items may vary based on your scope of work and property characteristics.

Please review Shoreline Municipal Code (SMC) [20.30.410](#) to learn more about the City's preliminary subdivision regulations. If you have questions about the City's code or submittal requirements, please email pcd@shorelinewa.gov to connect with a **planner** who can walk you through the requirements.

To access this
checklist online
visit shorelinewa.gov/checklists



Incomplete submittals and documents not meeting the standards listed below will not be accepted for review.

Submittal Standards

Applications for this type of permit must be submitted electronically. Please review the City's [Electronic Permitting handout](#) to find out how to set up an account, submit applications, submit revisions, check on your permit status and more.

All forms and plans must be in Portable Document Format (PDF). PDFs shall be printed or plotted to PDF, not scans of an image. All PDF plans shall be plotted to scale and include a graphic scale bar. PDFs shall be flattened and unlocked to allow for document mark-up.

Drawings must be clear, and information must be legible. Documents must be named in accordance with the [City's naming conventions](#). Each document listed below must be uploaded as its own PDF file and may not be combined with other documents.

Prerequisites

- Preapplication Meeting Project Number: _____
 - A Preapplication Meeting with the City is required prior to submitting an application for a Preliminary Short Plat.
- Neighborhood Meeting Date: _____
 - The Neighborhood Meeting must be held before the application can be submitted to the City.

Required Documents

- [Permit Application and Critical Area Worksheet](#)
- Submittal Fee
 - Please reference the City's [fee schedule](#) for current application fees.
- Declaration of Covenant

Open M, T, F 8 a.m. to 5 p.m.
Open W, Th 1 p.m. to 5 p.m.
Permit processing ends at 4 p.m.

- Drainage and paving reviews are required for all preliminary plats.
- Refer to Chapter 4.9 of the City's [Engineering Development Manual](#). The draft form does **not** need to be notarized or signed.
- Document must include:
 - Location of all existing drainage facilities including catch basins, flow control devices, water quality, and infiltration facilities.
 - Total area of existing and proposed hardscape.
 - Conceptual/preliminary drainage plan. The drainage plans should include a site improvement plan, erosion and sediment control plan, and written drainage assessment.
 - Operation and maintenance requirements for proposed storm improvements and BMPs.
- ☑ Landscaping Plan
 - Tree retention and protection sheets must show:
 - Tree retention details, including location, size, species, critical root zone and condition of all existing trees on the property.
 - Identification of trees to be retained, trees to be preserved, and location of planted trees.
 - Graphic representation and written description of proposed tree protection measures and tree and vegetation planting details.
- ☑ Neighborhood Meeting Summary
 - Please see requirements in [SMC 20.30.090\(C\)](#).
 - Must include list of meeting attendees and their contact information (address or email address).
 - Must include a copy of the notice that was mailed, and the mailing list.
 - Summary of concerns, issues and problems expressed during the meeting, and the applicant's response to each item.
 - A summary of proposed modifications or changes to address neighbor concerns, OR a summary of why the applicant is unwilling or unable to address the concern.
- ☑ Preliminary Formal Plat
 - Reference the King County standards for documents to be recorded, [RCW 58.09](#) (Survey Recording Act) and [WAC 332-130-050](#) (Survey Map Requirements).
 - This is a survey document which includes the following items:
 - Signature block for owner(s).
 - Signature block for all lenders.
 - Signature blocks for City and County staff.
 - Legal descriptions, existing and proposed.
 - Graphic scale and north arrow.
 - Name, address and contact information of the document's creator.
 - Reference Datum (Horizontal NAD83 (1991), Vertical NAVD 1998).
 - Drawings of existing and proposed lots, streets, alleys, tracts and the like.
 - Dimensions of all property lines.
 - Survey of existing conditions.
 - Location, identification and dimension of all existing buildings and buildings to be demolished including their uses. Also include streets, internal access roads/private streets, alleys, utilities, rockeries, retaining walls, and fences.
 - If known, details for proposed conditions:
 - Must include note stating "proposed" so as not to be confused for a plat restriction or requirement.
 - Location, identification and dimension of proposed buildings and their uses. Also include proposed roadway dedications, driveways, access drives, easement locations, utilities, rockeries, retaining walls, and fences.
 - References to easements, dedications, covenants and other conditions, and their record numbers, represented graphically whenever possible. Include all items from Schedule B of the Title Report.

- Critical Areas (if any exist).
 - Topography at 2' contour intervals.
 - Unit lot subdivisions must contain notes indicating compliance with items in [SMC 20.30.410\(B\)\(4\)](#).
- ☑ Title Report
 - Must be less than 30 days old.
 - Must include Schedule B.
- ☑ [Tree Worksheet](#)
- ☑ Water Availability Certificate
 - Obtain this form from your water provider:
 - [City of Seattle Public Utilities](#) 206-684-5800
 - [North City Water District](#) 206-362-8100
- ☑ Vicinity Map
 - Graphic scale and north arrow.
 - The exact boundaries of all properties within a 500' radius of the perimeter of the subject property.
 - Existing zoning and land use designations of all properties within a 500' radius of the perimeter of the subject property.
 - The location, width, and name of all public and private roads in the vicinity of the subject property.
 - The name and location of any public parks, libraries and similar facilities in the vicinity of the subject property.

Additional Documents (Possibly Required)

- ☐ [Building Coverage and Hardscape Calculation Worksheet](#)
 - Required for consolidated subdivisions or when subdivision occurs after buildings have been constructed.
 - One worksheet for each proposed lot for single-family detached subdivisions.
 - One worksheet for the entire development for unit lot subdivisions.
- ☐ Critical Areas Report
 - Required for projects in or near environmentally critical areas, such as steep slopes, streams and wetlands. A Preapplication Meeting is required prior to submitting a permit application unless waived by a **planner**.
- ☐ [SEPA Environmental Checklist](#)
 - Required if the project is not categorically exempt as described in [SMC 20.30.560](#) or [WAC 197-11-800](#).
 - Additional fee for SEPA Environmental Checklist review is required at the time of application, as specified in the [City's fee schedule](#).
- ☐ Transportation Impact Analysis
 - Required for each development or project proposal that would generate 20 or more new vehicle trips during the P.M. peak hour consistent most with current edition of the [Trip Generation Manual](#), published by the Institute of Traffic Engineers (ITE), or if the City Traffic Engineer assesses that the project will have significant impacts to the transportation system, even if the 20-trip threshold is not met.
 - The report must follow the guidelines in Appendix E of the City's [Engineering Development Manual](#).
- ☐ Other documents as required:
 - _____
 - _____

Additional Permits

These are additional permits that may be required to accompany your preliminary plat application depending on your scope of work.

- [Right-of-Way Use Permit](#)
 - Required for site improvements associated with a subdivision.
- [Site Development Permit](#)
 - Required for site improvements associated with a subdivision.
- [Subdivision – Final Formal Plat](#)
 - Subdivisions are a two-part process; a Final Formal Plat will need to follow this Preliminary Formal Plat process within five (5) years in order to complete the subdivision.