

Plat Alteration Submittal Checklist

Planning & Community Development
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Plat alterations are needed when existing subdivision plat documents list covenants or restrictions, particularly related to use or dimensional standards, that the property owner would like to remove or change in order to pursue a development that would otherwise not comply with those plat covenants or restrictions.

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 the following codes and documents to learn more about the plat alteration process and requirements:

- [SMC 20.30.425](#)
- [RCW 58.17.215](#)
- [Ordinance No. 857](#)
- [Plat Alteration Information Sheet](#)

To access this checklist online visit shorelinewa.gov/checklists



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.

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. A 2-inch tall by 3-inch-wide space must be left blank on the cover sheet of all plans to allow for City stamps.

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 comprehensive plan amendment.

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.

Required Documents

- [Permit Application and Critical Area Worksheet](#)
- Submittal Fee
 - Please reference the [City's fee schedule](#) for current application fees.
- [Declaration of Applicant for Plat Alteration](#)
 - Form acknowledging you have mailed the Property Owner Consent Form.
- Existing Subdivision Plat
 - A copy of the approved plat sought to be altered, together with all plat amendments recorded since the date of the original approved.
- Proof of Ownership
 - A copy of records from the King County Assessor's office showing the current legal owners of each property within the subdivision (for staff verification of legal owners/signatures on petition).
- [Property Owner Consent Form](#)
 - Mail this form to every person within the subject subdivision. Those that are returned signed, include with your application submittal.
- Restrictive Covenants
 - If the subdivision is subject to restrictive covenants which were filed at the time of the approval of the subdivision, and the application for alteration would result in the violation of a covenant, the application shall include a copy of the restrictive covenants and contain an agreement signed by all parties subject to the covenants, demonstrating that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the alteration of the subdivision or portion thereof.
- 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)

- Revised Subdivision Plat
 - Required when proposing changes to the plat drawing, such as removal of platted setback lines or other "no build" areas. NOT required for alterations or removal of written restrictions.
 - Survey of Existing Conditions.
 - Must comply with [RCW 58.09](#), Survey Recording Act and [WAC-332-130](#), survey and land descriptions.
 - Reference Datum.
 - Horizontal NAD83 (1991).
 - Vertical NAVD 1998.
 - Name, address, and phone number of the person who prepared the drawing.
 - Graphic scale and north arrow.
 - Lot numbers and dimensions of all property lines.
 - Any other information necessary to show the nature and details of the plat alteration, including any explanatory notes, if necessary.
- Other documents as required:

○ _____

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