



## GRANITE FALLS

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### SHORT PLAT SUBMITTAL CHECKLIST

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- Application Fee
- Master Application Form (original + 5 copies)
- Legal Description (original)
- Vicinity Map (original)
- Title Report (2 copies)
- Environmental Checklist (SEPA) – original + 4 copies
- Landscape Plan (6 copies)
- Traffic Study (3 copies)
- Critical Areas Report (3 copies)
- Wetland Mitigation Plan (3 copies)
- Preliminary Drainage Report (3 copies)
- Traffic Mitigation Offers (City/WSDOT) – original + 3 copies
- Adjacent Property Owners Form (property owners & site addresses within 300 feet or 500 feet when adjacent to natural resource lands) – original + map outlining properties
- Declaration of Ownership Form (original)
- Draft of proposed Covenants, if any (original)
- One original and five (5) copies of plans – 22” X 34” or larger
- One digital copy of plans on CD in CAD program compatible with AutoCAD or Arc View.

## **DRAWING REQUIREMENTS**

**Drawing shall be not less than 34" x 22" in size, drawn to a scale of 1" = 50' or larger.**

**Blueline or blackline prints and photo copies are acceptable.**

- Title block centered at top of drawing that includes the following: Granite Falls; name of proposed subdivision; File No.; and Section, Township and Range.
- Sufficient description to define the location and boundaries, including bearing and distance, of the proposed subdivision.
- Name, address, phone number, seal and signature of the registered land surveyor who prepared the map.
- Date map was prepared or revised, north arrow, graphic scale, and legend, if necessary.
- Name, address, phone number, of the applicant and the engineer.
- Scaled vicinity map with north arrow, outlining and shading the subject property and showing and labeling all roads within ½ mile of the subject property.
- Site information: Site address; legal description; total site area (acres/square footage); existing zoning; proposed number of lots; proposed number of lots per acre; water supply/purveyor; sewage disposal/purveyor; school district; and fire district.
- Density calculations: Gross site area (square feet); net site area (square feet/acres); net site area (square feet/acres) multiplied by the number of allowable dwelling units/acre; and maximum number of lots allowed.
- Lot Closure Calculations.
- Lot Dimensions and numbers.
- Minimum building setback lines.
- Any existing property lines within or adjacent to the proposed subdivision and the names and mailing addresses of property owners and residents of adjacent properties within 200 feet.
- Contour lines at 5-foot elevation intervals or less (per GFC 19.5.050). All contour lines shall be extended into adjacent property a sufficient distance to show the topographical relationship of adjacent property to the proposed subdivision.

- Location, name, and width of all existing and proposed street rights-of-way or easements within or adjacent to the proposed subdivision and pavement location of existing and proposed streets.
- Location of existing and proposed utility lines, sewer lines, and water mains adjacent to or within the proposed subdivision.
- Location of all existing structures and private or community wells within the proposed subdivision and within 100 feet of the proposed subdivision.
- Public areas to be owned in common by the lot owners, if any.
- Location of tree-covered areas and location of individual trees or groups of trees over 8 inches in diameter.
- Preliminary grading and reclamation plan.
- Preliminary (conceptual) drainage plan showing existing and proposed drainage facilities for the site and adjacent areas.
- Location of known or suspected soil or geological hazard areas, water bodies, creeks, wetlands, and areas subject to flooding.
- Other information that may be required by the Designated Official in order to properly review the proposed subdivision, including information required to determine the environmental impacts.