



## GRANITE FALLS

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### PRELIMINARY PLAT SUBMITTAL CHECKLIST

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- Application Fee
- Master Application Form signed by the applicant and owner(s) - original + 3 copies
- Legal Description (original)
- Vicinity Map (original)
- Title Report - 2 copies
- Environmental Checklist – original + 4 copies
- Landscape Plan, if required – original + 4 copies
- Traffic Study, if required – original + 4 copies
- Critical Areas Report, if required – original + 4 copies
- Wetland Mitigation Plan, if required - original + 4 copies
- Preliminary Drainage Report, if required - original + 4 copies
- Traffic Mitigation Offers, if required (City/Snohomish County) – original + 4 copies
- Draft of proposed Covenants, if any (original + 4 copies)
- Four (4) copies of plans – 22” X 34” or larger
- One digital copy of plans and the information requested above on USB flash drive or CD in CAD program compatible with AutoCAD or Arc View.
- Adjacent Property Owners Mailing Labels & Map: All property owner names & their mailing addresses within 300 feet (or 500 feet when adjacent to natural resource lands) and a map outlining the adjacent properties.

## 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 engineer.
  
- Name, address, phone number, of the applicant
  
- 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;
  - Average lot size;
  - Smallest lot proposed;
  - Park area required;
  - Open space required;
  - Road lineage;
  - Road are/percentage of plat;
  - 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 equals the 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 within 200 feet.
- Contour lines at 5-foot elevation intervals or less (per GPMC 19.05.050). All contour lines shall be extended into adjacent property a sufficient distance to show the topographical relationship of adjacent property to the proposed subdivision.
- All existing and proposed street rights-of-way or easements within or adjacent to the proposed subdivision information:
  - Location;
  - Name;
  - Width; and
  - Pavement width.
- Location of existing and proposed utilities adjacent to or within the proposed subdivision:
  - Underground power lines,
  - Gas lines
  - Storm water lines
  - Sewer lines, and
  - Water mains.
- 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 (rivers, ponds, creeks, and 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.