



PRELIMINARY LONG PLAT CHECKLIST

What is a Long Plat?

A long plat (also referred to as long subdivision) is a division or redivision of land into ten or more lots, tracts, parcels, sites or divisions, any of which are less than five acres in area, for the purpose of sale, lease, or transfer of ownership. This division of land is represented by a long plat, which is a map showing the division of land into lots, blocks, streets, alleys, dedications, easements, or other divisions or dedications.

The City establishes specific requirements for the application submittal requirements and review process for preliminary long plats in OMC 17.16. The review authority for a preliminary long plat is the Olympia Hearing Examiner following a public hearing.

The following information will need to be gathered prior to applying online:

1. Applicant information – name, phone number, mailing address, e-mail address, mailing address
2. Designer/engineer/surveyor information – name, phone number, mailing address, e-mail address
3. Site information including all site addresses and the assessor's tax parcel numbers of all parcels involved
4. Name of project, if applicable
5. Total acreage of contained within the plat
6. Number of existing structures on subject property (show location and label type of structure on map)
7. Number of lots proposed:
 - a. Single-family
 - b. Multi-family
 - c. Duplex
 - d. Commercial
 - e. Industrial
8. Size of the smallest proposed lot
9. Average lot area
10. Proposed density
11. Acreage of open space and percentage it represents of the total area
12. Length of public streets in linear miles
13. Total acreage of public right-of-way and percentage it represents of the total land area
14. Length of private streets
15. Total acreage of private street easements
16. Percent of plat in right-of-way
17. Zone district
18. School district
19. Name of street/s from which access is or will be gained:
 - a. Existing
 - b. Proposed
20. Source of water supply, including the name of the purveyor

21. Wells that are located within 200 feet of the subject property
22. On-site septic systems (contact Thurston County Environmental Health for septic system records)
23. Method of sewage disposal. If sanitary sewer is used, the name of the district or utility managing the system

The following documents meeting the document submission standards (see handout for information) will need to be uploaded concurrently or after the application has been submitted:

Preliminary Plat Map

Preliminary plat maps shall include the following information:

1. Preliminary plats shall bear the seal and signature of a licensed land surveyor or engineer licensed to practice in Washington State.
2. Preliminary plats shall be accompanied by a completed environmental checklist prepared by the applicant or the applicant's representative on forms provided by the Department.
3. If phased final approval is proposed, the boundaries of such phases and description of which improvements would be associated with each phase.
4. If the project exceeds lots for fifty housing units or 10,000 square feet of new commercial, institutional, industrial, or other building area (or combination comparable thereto), a Traffic Generation and Distribution Report identifying projected daily and peak hour traffic generation to and from the project, and distribution of those trips on the public street network (see the *Olympia Traffic Impact Analysis Guidelines*).
5. Survey of the boundary of the proposed plat.
6. Maps shall be drawn on paper having maximum dimensions of twenty-four inches by thirty six inches, and at a horizontal scale between two hundred feet to the inch and fifty feet to the inch. Where vertical profiles are required, the scale shall be between ten feet to the inch and two feet to the inch. Other scales or paper dimensions may be used only when deemed appropriate by the Department.
7. All revisions and replats shall be labeled clearly as such and shall bear the number of the revision and the date of the revision or replat in, or adjacent to, the title block.
8. Content of preliminary plat map – the following information shall be shown on the preliminary plat map:
 - a. Title block, preferably located in the lower right-hand corner, to contain:
 - i. Name of the preliminary plat
 - ii. Section, township and range
 - iii. Name, address, zip code and telephone number of the preparer.
 - iv. Date of preparation, vertical datum, scale, and north arrow.
 - b. Vicinity sketch clearly identifying the location of the property.
 - c. Density calculations (see OMC 18.14.080.A and B)
 - d. Critical areas on or within 300 feet of the property (streams, wetlands, geologic hazard areas, wellhead protection, and important habitat and species areas). It is recommended that you contact the Community Planning and Development Department if any critical area reports will be required.
 - e. Plat representation, to contain:
 - o The boundary lines of the tract to be subdivided.
 - o The development status of contiguous land including the name of any adjacent plats.
 - o The zoning boundary lines, if any, on the land to be platted.

- The layout and approximate dimensions of each lot:
 - Lots should be numbered consecutively from one through the total number of lots in the preliminary plat, and
 - In the case of a replat, the lots, blocks, streets, alleys, easements and parks of the original plat shall be shown by dotted lines in their proper positions in relation to the new arrangement of the plat, the new plat being so clearly shown in solid lines as to avoid ambiguity.
 - Contour lines within, and within 100 feet of the boundaries of the proposed subdivision. The intervals shall be two feet up to five percent slope, and may be five feet thereafter; provided, that in those areas where, at map scale, contour lines exceed ten per inch, the interval shall be ten feet. All contours shall be referenced to NAVD88 datum. Benchmarks shall be identified. Contour lines shall be labeled every 10 feet.
 - The names, locations and widths of all existing streets, rights-of-way, easements, other public ways, water courses and major transmission facilities rights-of-way within the proposed development or adjacent to the external lot lines of the plat.
 - The layout and widths of proposed street rights-of-way and street easement lines within the plat.
 - Natural drainage courses and probable alterations, which will be necessary to handle the expected drainage from the plat.
 - In any subdivision to be served by septic tanks, the preliminary plat shall show the location of soil test sites and provide soil analysis data as is required by the county health department.
 - All parcels of land intended to be dedicated or reserved for public use, or to be reserved in the deeds for the common use of the property owners of the subdivision with the purpose, conditions or limitations of such dedications or reservations clearly indicated.
 - Significant natural features and environmentally sensitive areas such as wetlands, trees or steep slopes, which are to be preserved or altered in the subdivision.
 - All existing structures within the preliminary plat and all existing structures within twenty-five feet of the external lot lines of the plat shall be shown in their approximate locations.
 - Sites, if any, allocated for purposes other than single-family dwellings.
2. Copies of restrictions (such as recorded easements) if any, existing or proposed to be imposed upon the use of the land. Such restrictions, if required by the City, must be shown on the plat map or recorded before the plat becomes effective.
 3. Utility Maps. The location and size as shown on city records of all pertinent existing sewers, water mains, culverts and other public or private underground installations within the subdivision and immediately adjacent thereto, and proposals for street lights, fire hydrants, sewage disposal, domestic water supply, storm water drainage, and flood control shall be shown on a separate plan accompanying the preliminary plat map.
 4. Grading Plan showing the nature of cuts and fills and information on the character of the soil shall be shown on a separate plan accompanying the preliminary plat map.
 5. Drainage Control Plan. (See Chapter 3, Volume 1 of the City of Olympia Drainage Design and Erosion Control Manual.)
 6. Stormwater Management Plan. As required by Chapter 3, Volume 1 of City of Olympia Drainage Design and Erosion Control Manual.
 7. Conceptual Landscaping Plan: Show the following information on the landscape plan (see OMC 18.36 for complete set of requirements):
 - a. Proposed number, location and form of plants (trees, shrubs, etc.) and groundcover.

- b. Location of underground utilities, hydrants, light poles, and above grade utility boxes. Locate street trees avoid conflicts with these elements.

Supplemental Documents:

Other plans and reports may need to be submitted in conjunction with the preliminary long plat. The worksheets provided by the City from your presubmission conference will identify this additional information. If unsure, please contact a planner in the Community Planning and Development Department (360-753-8314). Examples of supplemental documents include:

1. **Soil and Vegetation Plan.** May be required and must meet all applicable requirements of Olympia Municipal Code 16.60.
2. **Critical Area Reports.** May be required if any critical areas are on or within 300 feet of the subject property. Per OMC 18.32, critical areas must be identified by qualified professionals. These same professionals are responsible for preparing the critical area reports.
3. **Noise Attenuation Report.** May be required if the project will generate significant levels of noise that negatively impact surrounding uses.
4. **Environmental Assessment Reports.** May be required if soils are contaminated.
5. **Interested Parties List.** Provide a list of all the names, addresses, zip codes, and telephone numbers and/or email addresses of all persons who have a real or possessory interest in the property to be subdivided.

TOWNHOUSE SUPPLEMENT

The following items shall be submitted when townhomes are developed pursuant to OMC 18.64. These items shall be submitted at the time of application for preliminary plat approval, short plat approval, Design Review, or Land Use Review.

1. Conceptual Design Review Supplement together with Building Plans showing typical front, rear and side elevations and exterior architectural treatments of the proposed units.
2. Site Plans showing locations of buildings in relation to property and lot lines, off-street parking areas, private yards, decks, patio and service areas, including garbage disposal and recycling areas, enclosed or screened solid waste storage and collection areas, landscaping, walls, fences, public and private streets, driveways, all common facilities, open space and walkways. Lot size, percentage of ground coverage, and open space, shall be included as data on such plan. Such plan shall show any screening and fences exceeding height limits permitted for walls and fences in the underlying zoning district.
3. Topographic map showing existing and proposed contours at two (2) foot intervals and which locates existing streams, lakes, marshes and other natural features.
4. A perpetually binding common party wall agreement to be recorded with the County Auditor as a covenant to each deed establishing the rights and obligations of each owner relative to the common party wall and foundation, and providing for easements for purposes of maintenance and fire protection. Such agreement shall include provisions for upkeep and maintenance of all common areas including landscape, stormwater facilities, utilities, play areas or other facilities