



PRELIMINARY LONG PLAT SUPPLEMENT

OFFICIAL USE ONLY

Case #: _____ Master File #: _____ Date: _____

Received By: _____ Related Cases: _____ Project Planner: _____

Attachment: Plat Name Reservation Request (Thurston County Auditor)

Name of Applicant: _____

Project Name: _____

Designer/Engineer/Surveyor: _____

Mailing Address: _____

City, State and Zip: _____

Phone Number(s): _____

E-Mail Address: _____

Total acreage of contiguous ownership: _____

Existing structures are located on lots? No Yes *(show location and label type of structure on map)*

Number of lots proposed:

Single-family: _____ Multi-family: _____ Industrial: _____

Duplex: _____ Commercial: _____

Smallest Lot Area: _____

Length of Public Streets: _____

Average Lot Area: _____

Total Acreage of Public Right-of-Way: _____

Total Acreage in Plat: _____

Length of Private Streets: _____

Acreage in Open Space: _____

Total Acreage of Private Street Easements: _____

Acreage in Parks: _____

Percent of Plat in Right-of-Way: _____

Zoning: _____

School District: _____

Access (name of street/s from which access is or will be gained):

Existing: _____ Proposed: _____

Applicants are required to post the project site with a sign provided by the City within seven days of this application being deemed complete. Please contact City staff for more information.

PRELIMINARY LONG SUBDIVISION

A Preliminary Plat Application shall be submitted electronically with two hard copies and shall include the following:

1. **A General Land Use Application- Refer to the General Land Use Application for Submittal requirements**
2. Preliminary plats shall bear the seal and signature of a licensed land surveyor or engineer licensed to practice in Washington State.
3. 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.
4. If phased final approval is proposed, the boundaries of such phases and description of which improvements would be associated with which phase.
5. 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*.)
6. Survey of the boundary of the proposed plat.
7. Preliminary plat map-

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.

Preliminary plats shall be accompanied by the following written information, on forms provided by the Department:

- The names, addresses, zip codes, and telephone numbers of all persons who have a real or possessory interest in the property to be subdivided.
- The acreage contained within the plat, the number of lots being proposed and the number of lots per acre of land.
- The size of the smallest proposed lot.
- The acreage of open space to be contained in the plat, if any, and the percentage it represents of the total area.
- The street lineage, acreage of street area, and percentage it represents of the total land area.
- Land coverage summary that identifies the amount of impervious surfaces, new and replaced hard surfaces, pollution generating hard surface, vegetated pervious land cover, and retained natural vegetated areas for the project site.
- The source of water supply, including the name of the purveyor, if any.

- The method of sewage disposal and, if sanitary sewer is used, the name of the district or utility managing the system.
 - School district.
 - Assessor's parcel number(s) of the land being subdivided.
8. 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.
9. Content of Preliminary Plat Map. The following information shall be shown on the Preliminary plat map:
- Title block, preferably located in the lower right-hand corner, to contain:
 - Name of the Preliminary plat.
 - Section, township and range.
 - Name, address, zip code and telephone number of the preparer.
 - Date of preparation, vertical datum, scale, and north arrow.
 - Vicinity sketch clearly identifying the location of the property.
 - Plat representation, to contain:
 - The boundary lines of the tract to be subdivided.
 - The development status of contiguous land including the name of any adjacent plats.
 - 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 for a sufficient distance beyond, the boundaries of the proposed development. 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.
 - 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.
10. 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.
 11. Grading Plan. If lot areas are to be substantially graded, a 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.
 12. Drainage Control Plan. (See Chapter 3, Volume 1 of the City of Olympia Drainage Design and Erosion Control Manual.)
 13. Conceptual Landscaping Plan. Proposed number, location and form of plants (trees, shrubs, etc.) and groundcover for all common areas.
 14. Soil and Vegetation Protection Areas. A Soil and vegetation plan is required and must meet all applicable requirements of OMC 16.60.

TOWNHOUSE SUPPLEMENT

The following items shall be submitted as a Townhome Supplement. 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

This form has been approved for use by the Olympia Community Planning and Development (CPD) Department.



12/1/2016

Keith Stahley, Director,
Community Planning and Development

Date