



PRELIMINARY SHORT OR LARGE LOT PLAT CHECKLIST

The following information will need to be gathered prior to applying for preliminary short plat:

1. Applicant Information-name and contact information (phone and email).
2. Site Information including all site addresses and the assessor's tax parcel numbers of all parcels involved.
3. Surveyor contact information, including email address.
4. The square footage computation of each new lot, tract or parcel.
5. The source of water supply and, if a public system is used, the name of the supplier.
6. The method of sewage disposal and, if sanitary sewer is used, the name of the district having management over the system.
7. Name of the street frontage and the width of the street.
8. If there is contiguous land held under the same ownership and what the total acreage is.
9. Identification of any critical areas (Stream, wetlands, landslide hazard, wellhead protection and important habitat and species areas, see OMC 18.32) on or near the site. It is recommended that you contact the Planning Department to determine if any critical area reports may be required.

The following documents meeting the Document Submission Standards (see handout for information) will need to be uploaded after the application has been submitted:

Preliminary Plat Map. The Preliminary map shall contain the following information:

- a. The date, scale and north arrow.
- b. The boundary lines to scale of the parcel to be subdivided and each lot or tract contained therein.
- c. The number assigned to each lot.
- d. The location and widths of existing and proposed easements (including common easements over private roads) and rights-of-way for public services or utilities within the area contained within the short subdivision.
- e. The location, size, and use of existing structures within the subdivision, indication whether such will be removed or remain, and the approximate location of all existing structures within twenty-five feet of the external lot lines of the subdivision.
- f. The boundaries of all lands reserved for the common use of the property owners of the short subdivision.
- g. The location of permanent features outside the land to be subdivided which will have an impact upon the subdivision, such as all existing or platted streets adjacent to the subdivision, watercourses, railroad rights-of-way, all utility rights-of-way, and adjacent plats and short plats.
- h. The location of any areas proposed to be significantly altered by fill or excavation or presently having fill-in space which could significantly impact plat development.

- i. Location of existing wells and septic systems on site and whether such are to be abandoned.
- j. A vicinity sketch clearly identifying the location of the property being subdivided.
- l. A legal description of the boundaries of the parcel being subdivided, which has been prepared and certified by a title company or a registered land surveyor; in addition, a legal description of the contiguous land owned by the subdivider.
- m. Location and source of information regarding any wells within 200 feet of the site, and any proposed means of mitigating impacts to such wells.

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.

Grading Plan. If lots are to be substantially graded, a plan showing the nature of cuts and fills and information on the character of the soil.

Drainage Control Plan. (See Chapter 3, Volume 1 of City of Olympia Drainage Design and Erosion Control Manual.)

Soil and Vegetation Plan. May be required and must meet all applicable requirements of Olympia Municipal Code 16.60.

Critical Area Reports. May be required if any critical areas are on or near the project site. Per OMC 18.32.

A 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.

PLEASE NOTE: Applicants are required to post the project site with a public notice sign provided by the City within seven days of this application being deemed complete. The project Planner will contact you when available.

If your short plat is creating townhome lots, the following will be also be required:

TOWNHOUSE SUPPLEMENT

These items shall be submitted at the time of application for preliminary short plat:

1. **Elevation Building Plans** showing the typical front, rear and side elevations and exterior architectural treatments of the proposed units.
2. **Site Plan** showing locations of the 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.