



PRELIMINARY SHORT OR LARGE LOT PLAT SUPPLEMENT

OFFICIAL USE ONLY

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

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

Supplement for: Short Plat Large Lot Plat Attach with: General Land Use Application

Name of Applicant: _____

Project Name: _____

Surveyor: _____

Mailing Address: _____

City, State and Zip: _____

Phone Number(s): _____

E-Mail Address: _____

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

Will this plat include townhouses? No Yes *(additional information required - see page 2)*

Size of each proposed lot:

Lot number/square footage:	Lot number/square footage:	Lot number/square footage:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Does property have street frontage? Yes No

If so, which? City County State Private

Name of street frontage: _____

Width of adjacent right-of-way: _____

Length of adjacent right-of-way: _____

What is the width and length of any proposed new street right-of-way?

Length: _____ Width: _____

If the property is accessed by private road, how many other parcels are accessed by this road, including vacant parcels?

Total acreage of contiguous same ownership: _____

PRELIMINARY SHORT OR LARGE LOT SUBDIVISION

A Preliminary Short or Large Lot Subdivision Application shall be submitted electronically with five hard copies and shall include the following:

1. **General Land Use Application**(Refer to the [General Land Use Application for Submittal requirements](#))
2. A certification by the subdivider showing the entire contiguous land in which there is an interest by reason of ownership, contract for purchase, earnest money agreement, or option by any person, firm, or corporation in any manner connected with the development, and the names, addresses, and telephone numbers of all of such persons, firms, or corporations.
3. The square footage computation of each lot or parcel.
4. The source of water supply and, if a public system is used, the name of the supplier.
5. The method of sewage disposal and, if sanitary sewer is used, the name of the district having management over the system.
6. The assessor's parcel number(s) of the parcel being subdivided.
7. Preliminary Plat Map.

The Preliminary map need not be based upon a survey. 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.
- k. Copies of restrictions, 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.

- l. If lots are to be substantially graded, a plan showing the nature of cuts and fills and information on the character of the soil.
 - m. 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.
 - n. Drainage Control Plan. *(See Chapter 3, Volume 1 of City of Olympia Drainage Design and Erosion Control Manual.)*
 - o. Location and source of information regarding any wells within 200 feet of the site, and any proposed means of mitigating impacts to such wells.
 - p. Location of site soil investigations and borings on the preliminary plan drawings that are numbered or keyed consistent with the findings contained in the site geotechnical evaluation report.
8. Soil and Vegetation Protection Areas. A Soil and vegetation plan may be required and must meet all applicable requirements of OMC 16.60.

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.

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