



Preliminary Short Plat Counter Complete Checklist

Rev.20180601

This checklist includes all of the required information for submitting a PRELIMINARY SHORT PLAT. It includes required information of the State Environmental Policy Act. Applications will not be processed until all of the following information is submitted and determined "Counter Complete."

- General Application, completed and signed
- Supplemental application for Preliminary Short Plat, completed and signed
- Notification map application
- Environmental checklist, if required under SMC Chapter 17E.050
- Title report no older than thirty days from issuance from the title company
- Written narrative identifying consistency with the applicable policies, regulations and criteria for approval of the permit requested
- Additional application information may be requested and may include, but is not limited to, the following: critical area studies, noise studies, air quality studies, visual analysis and transportation impact studies
- Predevelopment meeting summary (if applicable)
- Fees, as required under SMC Chapter 8.02
- Two (2) copies of the site plan, prepared by a land surveyor, drawn to a minimum scale of 1" = 100', on a sheet no larger than 24" x 36", which will include all of the following:
 - Plat name and the name of any subdivision to be replatted
 - Name, mailing address and phone number of the owner and the person with whom official contact should be made regarding the application
 - Surveyor's name, mailing address and phone number
 - Legal description
 - Section, township and range
 - Vicinity map
 - North arrow, scale and date
 - Datum plane
 - Acreage
 - Number of lots and proposed density
 - Zoning designation
 - Boundary lines of proposed subdivision
 - City limits and section lines
 - Park or open space (if proposed)
 - Existing topography at two-foot maximum intervals

- Boundaries and approximate dimensions of all blocks and lots, together with the numbers proposed to be assigned to each lot and block, and the dimensions, square footage and acreage of all proposed lots and tracts
- Proposed names of streets
- Location and width of streets, alleys, rights-of-way, easements (both public and private), turn around and emergency access, parks and open spaces
- Conditions of adjacent property, platted or unplatted, and if platted, giving the name of the subdivision. If the proposed plat is the subdivision of a portion of an existing plat, the approximate lines of the existing plat are to be shown along with any and all recorded covenants and easements
- Name and address of each owner of record and taxpayer for each parcel adjoining the subdivision
- Indicate any street grades in excess of 8%
- Location and, where ascertainable, sizes of all permanent buildings, wells, wellhead protection areas, sewage disposal systems, water courses, bodies of water, flood zones, culverts, bridges, structures, overhead and underground utilities, railroad lines, and other features existing upon, over or under the land proposed to be subdivided, and identifying any which are to be retained or removed
- Proposed one-foot strips for right-of-way conveyed to the City, in cases where a proposed public street or alley abuts unplatted land
- Critical areas as defined in SMC 17E.010, 17E.020, 17E.030, 17E.040 and 17E.070
- Significant historic, cultural or archaeological resources
- Irrigation district name (if applicable)
- Trip generation and distribution letter or agreement to pay optional impact fees
- Conceptual water plan and hydraulic analysis
- Conceptual sewer plan
- Conceptual stormwater drainage plan and report with geotechnical report if stormwater infiltration is proposed
- Proposed phasing
- Location and dimension