



CITY OF TUMWATER
 555 ISRAEL RD. SW, TUMWATER, WA 98501
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**PRELIMINARY SHORT PLAT
 Submittal Checklist**

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APPLICANT INFORMATION (please print neatly)

NAME OF APPLICANT: _____

SUBJECT PROPERTY INFORMATION

ADDRESS OF PROPERTY (COMPLETE): _____

If order to subdivide a parcel of land into not more than four parcels/tracts any one of which is less than 20 acres in size, then a submittal for a Preliminary Short Plat shall consist of all items on this checklist unless waived by Staff.

A. APPLICATION	N/A	Provided	Staff
1. Provide a complete and signed (by owner or authorized representative) application and applicable fee.		<input type="checkbox"/>	<input type="checkbox"/>
2. SEPA checklist is required for divisions proposed to be on or adjacent to a body of water or other environmentally sensitive area, such as wetlands or streams, or if the Short Plat is a division of a parcel created by a prior Short Plat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Water and Sewer Availability certificate from City of Tumwater Public Works.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. One copy of the Title report / Plat Certificate / Subdivision Guarantee, dated no more than 30 days prior to submittal.		<input type="checkbox"/>	<input type="checkbox"/>
5. One copy of the proposed Short Plat drawing(s).		<input type="checkbox"/>	<input type="checkbox"/>

B. SHORT PLAT MAPS	N/A	Provided	Staff
1. The Short Plat map shall be on a minimum of 18"x24" to a maximum of 24"x36" sheet(s) drawn to a scale of no more than 1"=20' and no less than 1"=100', unless otherwise approved by the City. The Short Plat map shall be a drawing of the entire contiguous parcel(s) showing the following information:			<input type="checkbox"/>
a. Date, scale, and north arrow.		<input type="checkbox"/>	
b. Section, Township, and Range.		<input type="checkbox"/>	
c. Vicinity Map showing location of the site and its relationship to surrounding areas, including existing streets, lakes, streams, parks, and public schools.		<input type="checkbox"/>	
d. Boundaries (designated by bold lines) of the total parcel included in the Short Plat and each individual lot and tract being created.		<input type="checkbox"/>	
e. Legal description of the total parcel included in the Short Plat, along with the parcel number(s).		<input type="checkbox"/>	
f. The number assigned to each lot, and the alphabetical letter assigned to each tract, and size (acreage and square-footage) of each lot and tract.		<input type="checkbox"/>	
g. Location and dimensions of any existing and proposed easements and right-of-way for streets or utilities contained within the Short Plat.		<input type="checkbox"/>	
h. Street address blocks within the boundary of each proposed lot and tract.		<input type="checkbox"/>	

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B. SHORT PLAT MAPS (CONTINUED)	N/A	Provided	Staff
i. Existing and proposed contours.		<input type="checkbox"/>	
j. If a Land Clearing Permit is required, a minimum of 5 percent of the buildable area must be set aside in a contiguous Tree Protection Open Space, if the proposed Short Plat will retain less than 20 percent of the existing trees, or 12 trees per acre, whichever is greater.	<input type="checkbox"/>	<input type="checkbox"/>	
k. Location of:			
- All existing (and if proposed to remain or be removed) and proposed structures, and distances to proposed property-lines.	<input type="checkbox"/>	<input type="checkbox"/>	
- All on-site and off-site wells (within 200 feet) with their protective radii. If there are no on-site or off-site wells, a statement to that effect must be placed on the Short Plat map.		<input type="checkbox"/>	
- On-site septic systems and reserve areas.	<input type="checkbox"/>	<input type="checkbox"/>	
- Permanent features which will have an impact upon the Short Plat, such as all existing or unopened platted streets, utility rights-of-way, etc.	<input type="checkbox"/>	<input type="checkbox"/>	
- Wetlands with associated buffers.	<input type="checkbox"/>	<input type="checkbox"/>	
- Riparian areas with associated buffers.	<input type="checkbox"/>	<input type="checkbox"/>	
- Identified geologically hazardous areas.	<input type="checkbox"/>	<input type="checkbox"/>	
- Designated flood hazard areas with reference to the FIRM map and panel number.	<input type="checkbox"/>	<input type="checkbox"/>	
l. Project Information block shall also be placed on the face of the Preliminary Short Plat as follows:			
- Applicant: name, address, telephone, email.		<input type="checkbox"/>	
- Representative: name, address, telephone, email.	<input type="checkbox"/>	<input type="checkbox"/>	
- Assessor's parcel number(s).		<input type="checkbox"/>	
- Total area (acreage and square-footage) of the parcel.		<input type="checkbox"/>	
- Number of lots and proposed use (single-family residential, duplex, etc).		<input type="checkbox"/>	
- Tract identification with an explanation of its intended purpose.	<input type="checkbox"/>	<input type="checkbox"/>	
- Net density after subtracting public streets dedication, private road areas, critical areas including buffers.		<input type="checkbox"/>	
- Length of roads (public and private).		<input type="checkbox"/>	
- Width of roads (public and private).		<input type="checkbox"/>	
- Area (acreage and square-footage) of roads (public and private).		<input type="checkbox"/>	
- Tree Protection Open Space (acreage and square-footage), if required.	<input type="checkbox"/>	<input type="checkbox"/>	
- Open Space (acreage and square-footage), if required.	<input type="checkbox"/>	<input type="checkbox"/>	
- Critical areas including buffers (acreage and square-footage).	<input type="checkbox"/>	<input type="checkbox"/>	
- Bonneville Power Administration or Puget Sound Energy electrical transmission right-of-way (acreage and square-footage), if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	
- Zoning.		<input type="checkbox"/>	
- Water provider.		<input type="checkbox"/>	

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B. SHORT PLAT MAPS (CONTINUED)	N/A	Provided	Staff
- Sewer provider.		<input type="checkbox"/>	
- Electricity provider.		<input type="checkbox"/>	
- Telephone provider.		<input type="checkbox"/>	
- Gas provider.		<input type="checkbox"/>	
- Refuse collection, including recycling.		<input type="checkbox"/>	
- School District.		<input type="checkbox"/>	
- Cable/TV provider.		<input type="checkbox"/>	
m. For commercial Short Plats of 10 acres or more, a minimum of 5 percent of the gross area must be set aside as Open Space.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Five full-size copies of a conceptual utility plan on a minimum of 18"x24" to a maximum of 24"x36" sheet(s) drawn to a scale of no more than 1"=20' and no less than 1"=100', unless otherwise approved by the City. The plan shall include the location of existing and proposed water mains, fire-hydrants (on-site and off-site with adjacent street right-of-way), sewer mains, water laterals/meters, sewer laterals, proposed grinder pump systems (if applicable), proposed sewer pump station (if applicable), storm water collection and retention/detention systems, and street lights (public and private).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. OTHER DOCUMENTS	N/A	Provided	Staff
1. Forester's Report/Tree Protection Plan, prepared in accordance with TMC 16.08.050.C, TMC 16.08.070.R and TMC 16.08.072.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Wetland Report, prepared in accordance with TMC 16.28.140.C.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Fish and Wildlife Habitat Protection Plan, prepared in accordance with TMC 16.32.090.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Geologically Hazardous Areas Report, prepared in accordance with TMC 16.20.050.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Preliminary Drainage Report, if the lots are to be served by a new public/private street.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. ELECTRONIC SUBMITTAL	N/A	Provided	Staff
1. Submitting online: Upload documents, naming them with the project address and document name (project address – application, checklist, plans, etc).	<input type="checkbox"/>	<input type="checkbox"/>	
Submitting in person: USB drive containing apps, checklist, plans, reports, etc. as outlined under B and C above, in PDF-file format. Maximum format shall be 300 dpi.	<input type="checkbox"/>	<input type="checkbox"/>	

In accordance with TMC 14.02.070.A.1, prior to acceptance of the Preliminary Short Plat application, the applicant must complete Preliminary and Formal Site Plan Review.

I verify that all required documents associated with this application have been submitted.

Signature of Applicant/Representative

Date