



PRELIMINARY PLAT & GENERAL BINDING SITE PLAN

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Online application required. Submit online at www.MyBuildingPermit.com.

This intake checklist identifies minimum application elements necessary for Community Development and Public Works to accept the application for further processing. Should any of the following minimum items not be provided, the application will not be accepted at the counter. Acceptance of an application DOES NOT guarantee completeness. The City will take up to 28 days to make a completeness determination.

Applicant: Check each box under the *Applicant* heading on this checklist to confirm items are included in your submittal. A Permit Technician will check off each box under *Staff* when the item is confirmed to be included in the submittal package. *If you think an item is not applicable to your project, you must contact the appropriate department prior to your intake appointment to have the items initialed as not required.*

An application shall consist of all materials required by the applicable development regulations for the specific permit(s) sought, and shall include the following general information.

All items noted with an "L" next to the Applicant box must be labeled by the applicant, for file identification.

Applicant

Staff

- A completed Application Form including designation by name, street and mailing address, telephone number, and relationship to the applicant, of the person to receive all determinations and notices as required by BMC Chapter 11.06.002
- L Copy(s) of the recorded legal descriptions of the existing property(s) boundary(s) and dimensions of property and/or legal description of the site for all applications, as required by the applicable development regulations.
- Completed Development Review Billing form (form D).....
- Application fee due at submittal: see Land Use and Planning Fees form C.....

Number of lots proposed: _____

Additional requirements:

Applicant

Staff

- L Evidence of adequate water and sewer availability as required by RCW 19.27.097 (Water and Sewer Certificate of Availability, see form 36 or 36a). **You must receive your certificate prior to submitting this application, please allow 2 weeks for this review.** If your provider is not the City of Bothell, please contact your provider (Alderwood, Northshore or Woodinville) after receiving the fire flow requirement from our fire department for verifying information regarding water, sewer and fire flow availability and provide this with your application - **5 copies of the certificate required**
- L Current title report for the affected properties (prepared within three months prior to date of application) - **5 copies required** (file, pln, eng, gis, fire)
- L An application for a concurrency encumbrance letter application (see form 39) (BMC 17.03.014) unless the permit is specifically exempted by BMC 17.03.003. NOTE: If concurrency encumbrance letter has been issued, submit letter in lieu of concurrency application - **Three copies required** (file, 2 traf)
- L Notes and determinations from the pre-application conference - **6 copies required**.....
- L Letter citing specific Comprehensive Plan policies and demonstrating the project's consistency with those policies - **Two copies required** (file, pln)
- L SEPA checklist and requirements (see SEPA intake checklist).....

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Application requirements per 15.08.020 (7 copies of preliminary plat map showing each item required)

- | Applicant | Staff |
|---|--------------------------|
| L <input type="checkbox"/> A drawing using a scale of 100 feet to one inch or larger, showing:..... | <input type="checkbox"/> |
| <input type="checkbox"/> Boundary lines including bearing and distance to the foot..... | <input type="checkbox"/> |
| <input type="checkbox"/> Easements, including location, width and purpose | <input type="checkbox"/> |
| <input type="checkbox"/> Proposed plat name, scale, north arrow and date | <input type="checkbox"/> |
| <input type="checkbox"/> Proposed lot lines, dimensions to the foot, lot numbers and block numbers | <input type="checkbox"/> |
| <input type="checkbox"/> Vicinity map on first sheet | <input type="checkbox"/> |
| <input type="checkbox"/> Streets on and adjacent to the tract, including name and right-of-way width and location; type, width and elevation of surfacing; walks, curbs, gutters, culverts, etc.; | <input type="checkbox"/> |
| <input type="checkbox"/> Current (dashed lines) and proposed finished (solid lines) ground elevations on the tract, which shall be to the city of Bothell datum; for land that slopes less than approximately two percent, either show contours with and interval of not more than five feet if ground slope is regular and such information is sufficient for planning purposes, or show contours with an interval of not more than two feet if necessary because of irregular land or need for major detailed data for preparing plans and construction drawings; | <input type="checkbox"/> |
| <input type="checkbox"/> Other conditions on adjacent land, including approximate direction and gradient of ground slope, including any embankments or retaining walls; character and location of buildings, railroads, power lines, towers, and other nonresidential land uses or platted land within 300 feet of the subject property. Refer to subdivision plat by name, recording date, volume and page number, and show lot dimensions and area, and dwelling units; | <input type="checkbox"/> |
| <input type="checkbox"/> Utilities on and adjacent to the tract, including location, size and invert elevation of sanitary, storm and combined sewers; location and size of water mains; location of gas lines, fire hydrants, electric and telephone poles, and street lights. If water mains and sewers are not on or adjacent to the tract, indicate the direction and distance to, and size of nearest pipes, showing invert elevation of sewers; | <input type="checkbox"/> |
| <input type="checkbox"/> Other conditions on the tract including watercourses, marshes, rock outcrop, location, size, species and descriptions of all existing healthy trees over eight inches in caliper measured four feet above grade, houses, barns, shacks, and other significant features; | <input type="checkbox"/> |
| <input type="checkbox"/> Zoning, on and adjacent to the tract | <input type="checkbox"/> |
| <input type="checkbox"/> Proposed public improvements, including highways or other major improvements planned by public authorities for future construction on or near the tract; | <input type="checkbox"/> |
| <input type="checkbox"/> Key plan showing location of the tract (if more than one sheet) | <input type="checkbox"/> |
| <input type="checkbox"/> Sites, if any, to be reserved or dedicated for parks, playgrounds, or other public uses | <input type="checkbox"/> |
| <input type="checkbox"/> Minimum building setback lines..... | <input type="checkbox"/> |
| <input type="checkbox"/> Site data, including total site area, number of residential lots, lot dimensions and area and acres in parks, etc.; | <input type="checkbox"/> |
| <input type="checkbox"/> Location of any critical areas and their buffers | <input type="checkbox"/> |
| <input type="checkbox"/> Plat name, scale, north arrow and date | <input type="checkbox"/> |
| <input type="checkbox"/> Typical cross-sections of the proposed grading; roads showing proposed sidewalks | <input type="checkbox"/> |
| <input type="checkbox"/> Proposed sanitary, storm water and water systems plan(s) with points of connection, grades and sizes indicated; | <input type="checkbox"/> |
| <input type="checkbox"/> Name of school district, water and sewer district, telephone service provider, electrical power provider, gas provider, other utility providers; | <input type="checkbox"/> |
| <input type="checkbox"/> Name of County, Section, Township and Range..... | <input type="checkbox"/> |
| <input type="checkbox"/> Average lot size..... | <input type="checkbox"/> |

- L Title and certificates, including legal description according to official records in the office of the county auditor; pertinent survey data compiled as a result of a survey made by or under the supervision of a licensed land surveyor registered in the state and engaged in land surveying which contains notation stating acreage, scale, north arrow, datum, bench marks, certification of registered civil engineer or licensed land surveyor, date of survey;

Other Submittal Requirements (eight copies of each item required):

- | Applicant | | Staff |
|-----------|---|--------------------------|
| L | <input type="checkbox"/> Tree retention plan consistent with BMC 12.18.030 | <input type="checkbox"/> |
| L | <input type="checkbox"/> Preliminary drainage sizing calculations for the retention/detention facility..... | <input type="checkbox"/> |
| | <input type="checkbox"/> School Safe Walk Assessment (Form 52, that has been completed by the Northshore School District) | <input type="checkbox"/> |
| L | <input type="checkbox"/> Information on the capacity of existing storm water conveyance and control facilities and a downstream storm water study, which analyzes capacity of existing storm water conveyance and control facilities. | <input type="checkbox"/> |
| L | <input type="checkbox"/> Draft of proposed covenants, if any..... | <input type="checkbox"/> |

If any changes to utilities or roadways are proposed the following information is required:

- L Site contours (maximum 5 foot contour interval) showing existing natural grade and proposed finished grades
- L Proposed public improvements, including proposed public rights-of-way, sidewalks, curb and gutter, planter strips, street trees, utilities to include, sanitary sewer, storm drainage facilities, domestic water lines
- L Road width and turning radii
- L Proposed sanitary, storm water and water systems plan(s) with points of connection, grades and sizes indicated
- L Any other information required by the Community Development and Public Works Director for the purposes of ascertaining ownership and the existence of easements or covenants affecting the subject property

NOTE: Other items may be required to be submitted for a Preliminary Plat Application to be consistent with the Bothell Municipal Code.