

Land Use Series

Subdivision Checklist

		File Name:						
			File Number:	File Number:				
Proposed Plat Name:			lat Name:					
Pa	arcel	Num	ber(s):					
Si	te Ac	ddres	s(es):					
I/W	/e wis	sh to	subdivide our lot(s) into: lots					
Any	prop sult w	erty o	ATION CONFERENCE owner or developer who desires to subdivide land within the City of Lynnwood is strongly aff prior to submitting an application in order to become familiar with the requirements of e (LMC) Title 19 – Subdivisions.					
PRE	ELIMI	INAR	Y PLAT APPROVAL					
belo resc	w. Pl	lease particu	pplication for a Subdivision is deemed complete when it is accompanied by the required be advised that additional information may be required during the review process in ordular issues. No application shall be considered complete if any of the required informationies of certain items will be required later in the process.	er to respo	nd to or			
varia		s, pla	may request in writing that the preliminary plat be processed simultaneously with applicanned unit developments, site plan approvals, and similar quasi-judicial or administrative					
ALL	MA ⁻	TERI	ALS SHALL BE ELECTRONIC (PDF) UNLESS OTHERWISE NOTED	For Staff Use ONLY				
REC	QUIR	ED IT	EMS	Verified	Waived			
	1.	Lan	d Use Application Cover Sheet, with original signature(s).					
	2.		(2) copies of the preliminary plat prepared by a licensed surveyor registered in the e of Washington showing:					
		A.	The date, scale, acreage, north arrow, vertical control datum, and the certification of the registered land surveyor. For sites under 2 acres, the scale shall be 1" = 50'. Sites over 2 acres shall have a scale of 1"=100';					
		B.	The name of the preliminary plat, subdivision, or dedication;					
		C.	The name and address of the owner(s), developer(s), and any other parties of interest;					
		D.	The legal description of all affected tracts and legal descriptions of all proposed lots or dedications;					
		E.	Snohomish County Assessor Parcel Numbers (APNs) for all affected tracts;					
		F.	Boundary lines of the tracts to be subdivided, with the corresponding bearings and actual dimensions of the tract to be platted, subdivided, or dedicated;					
		G.	The locations, widths, and designations of all existing or platted streets within or adjacent to the proposed development;					
		H.	The locations, widths, and designations of all existing easements within or adjacent to the proposed development;					



		ı. ·	The location of all other features such as buildings, utilities, watersources, newer		
		I	The location of all other features such as buildings, utilities, watercourses, power ines, and section lines within or adjacent to the proposed development;		
			All parcels and tracts being reserved or dedicated as parks, playgrounds, streets, alleys or other public and semi-public uses;		
		K. '	The approximate dimensions of all lots and blocks with lot area, lot numbers and		
			For Staff Use ONLY		
PRE	LIMI	Verified	Waived		
		L. '	block designations; The contours, with intervals of five feet or less, which shall be referenced to mean sea		
		M	evel datum and shall extend reasonably beyond the boundaries of the site; The zoning of tracts and adjacent land; and The location of any sensitive areas as defined in LMC Title 17 as known to the		
		6	applicant at the time of submittal.		
Ш	3.	Work	(2) copies of a conceptual utility plan, to be provided at the discretion of the Public s Director, containing the following:		
		(A layout showing the location and sizes of sewer lines, catch basins, pumps or other drainage and sewage structures;		
			A layout of a proposed water distribution system;		
		D. /	The grades of proposed streets and methods of storm drainage; A layout of the proposed underground utility wiring system containing an authorized signature of each applicable utility agency involved; and		
			A tree retention, land clearing, and/or grading plan.		
	4.	prope may subd	inity map showing all adjacent subdivisions, streets, tract lines, and bordering erty. It shall also show how the streets and public ways in the proposed subdivision connect with existing and proposed streets and public ways in neighboring ivisions or unplatted property to produce an advantageous development of the entire aborhood.		
	5.	_	ster plan and schedule if the property is intended to be developed in phases.		
	6.	A list	of all proposed lots, easements, tracts, and/or private roads.		
	7.	A cop	by of all recorded documents pertaining to the subject property.		
	8.	Two (2) sets of reduced copies (no larger than 11 by 17 inches) of all plans and oversized documents.			
	9.		additional information as required for staff to review and approve the proposed opment.		
		revie			
	11.	A cor	mplete, notarized Affidavit of Ownership for all property owner(s) of the involved erty, with original signatures.		
	12.	Appli	cation fee(s).		
FINAL APPROVAL – REQUIRED ITEMS After approval of the preliminary plat and detailed construction plans, the subdivider shall prepare a final plat and supplementary materials within the time limits set forth in LMC 19.20.040. The final plat shall conform to the preliminary plat approved by the city council and to any conditions of said approval. Slight deviations from the approved preliminary plat may be allowed if the Community Development Director and/or the Public Works Director determine that such deviations are necessary due to unforeseen technical problems. 1. A final plat map prepared on mylar or other material acceptable to Snohomish County that is 18 by 24 inches in size with a ½ inch border, completed by a licensed surveyor					
		comp	tered in the state of Washington, which contains the following information and is bleted in accordance with the requirements of the Public Works Director's surveying lards:		



		A.	All documents, maps, and survey notes shall contain the name of the subdivision, and the name and address of the subdivider and his surveryors or engineer, or will be clearly referenced to them;		
		For Staff Use ONLY			
FINA	Verified	Waived			
		B.	The legal description of the plat;		
		C.	The certification of the plat as outlined in LMC 19.25.005(C)(2);		
		D.	The boundary lines with accurate distances and bearings, location, and width of all previously recorded public highways approaching and intersecting the boundaries of the subdivision shall be shown on the map and reference to the U.S. Coast and Geodetic Survey datum or the plain coordinate system for the state of Washington;		
		E.	The boundary lines of all parks and playgrounds and the rights-of-way of all public streets contained in the plat, subdivision, or dedication, as well as a suitably described statement of dedication for the above;		
		F.	The lines and names of all streets or other public ways, parks, playgrounds, tracts and easements intended to be dedicated for public use or granted for the use of the inhabitants of the subdivision;		
		G.	The lines and names of all existing or platted streets or other public ways, parks, playgrounds, and easements adjacent to the final plat, subdivsion or dedication, including municipal boundaries, township and section lines;		
		H.	The lengths and bearings of all straight lines, curve radii, arcs and semi-tangents of all curves;		
		I.	The dimensions along the lines of each lot, with the true bearings plus any other data necessary for the location of any lot lines or corners in the field;		
		J.	Suitable primary control points, approved by the Public Works Director, or descriptions and ties to such control points, to which all dimensions, angles, bearings and similar data given on the plat shall be referred;		
		K.	The name of all subdivisions immediately adjacent;		
		L.	The date, true north point, scale, and date of survey;		
		M.	The boundary of the tract, with courses and distances marked with an error of not more than one foot in 5000; and		
			Stormwater system maintenance requirements as approved by the Public Works Director.		
	2.	One copy of the original mylar plat.			
	3.	A m	A minimum of four paper copies of the final plat and one 11 by 17 inch reduction.		
	4.	A co	opy of any deed restrictions and restrictive covenants proposed by the subdivider.		
	5.	A current title report issued by a title insurance company showing all parties whose consent is necessary and their interest in the premises, as well as listing all encumbrances.			
	6.	One copy of the "as-constructed" plans, prepared on mylar by a licensed surveyor registered in the state of Washington, showing all completed improvements.			
	7.	A complete survey and field computation notes.			
		A plat performance bond or other security per LMC 19.20.045 if the required improvements have not been completed.			
	9.	A petition bearing sufficient signatures to create a Local Improvement District, if proposed and not already created by the City Council.			
	10.	A lis	st of all proposed lots, easements, tracts, and/or private roads.		
	11.	All i	nspection, application, and processing fees are paid in full.		



FEES See LMC 3.104 or contact our office for current fee information.

NOTES

- 1. The approval of a Subdivision Application does not in any way replace, modify or waive any requirement for the compliance of the proposal with other applicable codes, standards, or regulations including, but not necessarily limited to, those of the Building, Fire or Public Works Departments. You are advised to contact these departments concerning such requirements.
- 2. It is the responsibility of the owners, applicants and agents to become aware of the requirements of Title 19-Subdivisions and Title 21-Zoning of the Lynnwood Municipal Code. It is strongly encouraged that a preapplication conference with the City staff be scheduled prior to submittal of an application.
- 3. An application may be amended only in writing.
- 4. Submittal of this application grants the appropriate city officials the right of entry to the project site during a reasonable hour and, upon proper identification, to the building, structure and/or premise, which is directly related to this application.
- 5. In each application the burden of proof rests with the applicant, petitioner or proponent.
- 6. Items with any typewritten information must be 10-point font or larger to ensure legibility of scanned
- 7. Optional consolidated review: Per LMC 1.35.080, projects involving two or more land use applications filed at the same time may be "consolidated" upon written request by the applicant at the time of submittal. When applications are consolidated for review, the entire package will proceed using the process involving the highest decision-making authority. For example, for a project involving a Project Design Review application and a Rezone application, both applications would have a final decision issued by City Council. It is strongly recommended that you speak with a staff member about consolidated review so that you are informed of your options and how your applications would be affected.
- ☐ I/We hereby request consolidated review.
 - 8. Staff strongly recommends that the applicant submit a written statement with the Preliminary Plat Application which responds to the factors that are considered during review of a preliminary plat. It is the applicant's burden to demonstrate conformance to the following factors as they now exist or as they may be amended until this application is deemed complete:
 - A. The goals, policies and objectives of the Lynnwood Comprehensive Plan;
 - B. The Lynnwood Comprehensive Parks and Recreation Plan;
 - C. The Lynnwood Zoning Code;
 - D. The standards of LMC Title 19 Subdivisions, and RCW 58.17;
 - E. The Lynnwood Comprehensive Street Arterial Plan;
 - F. The Environmentally Sensitive Areas map and the CG. The Lynnwood Water System Comprehensive Plan; The Environmentally Sensitive Areas map and the City's Environmental Policies;

 - H. The Lynnwood Comprehensive Trunk Strom Drainage Plan and LMC 13.40 Drainage Plans;
 - The compatibility of the plat to the existing neighborhoods; and
 - J. Any other plans and programs as the City of Lynnwood may adopt.