

File Name:

File Number:

Instructions for Applicants

Please read and follow all instructions on your application carefully. If you have any questions about the process or your project, it is strongly recommended that you speak with staff prior to submitting your application to help ensure that processing can advance in a timely manner. Every application must include this cover sheet, the application/checklist and all required items, and a notarized affidavit of ownership (if applicable).

Specific Type of Land Use Application to be submitted (check all that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> Accessory Dwelling Unit | <input type="checkbox"/> Landscaping (not with PDR app) | <input type="checkbox"/> Wireless Communication Facility |
| <input type="checkbox"/> Appeal | <input type="checkbox"/> Project Design Review (PDR) | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Binding Site Plan | <input type="checkbox"/> Rezone/PUD | |
| <input type="checkbox"/> Boundary Line Adjustment/ Lot Comb. | <input type="checkbox"/> Short Subdivision (Short Plat) | <input type="checkbox"/> Comprehensive Plan Suggested Amendment |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Subdivision (Long Plat) | <input type="checkbox"/> Comprehensive Plan Amendment |
| <input type="checkbox"/> Environmental Review (SEPA) | <input type="checkbox"/> Variance | |

Please Print or Type Legibly

Applicant:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Contact Person, if different:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Property Owner(s), if different:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Site Address(es):			Zoning:
Assessor Parcel Number(s) – (APNs):			Comp. Plan Designation:
Description of Proposal:			
I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge.			
Signature of Applicant/Agent: _____			Date: _____
Signature of Property Owner: _____			Date: _____

Short Subdivision Application

File Name: _____

File Number: _____

Proposed Plat Name: _____

Parcel Number(s): _____

Site Address(es): _____

I/We wish to subdivide our lot(s) into: _____ lots

PRELIMINARY APPROVAL

A Land Use Application for a Short Subdivision is deemed complete when it is accompanied by the required items identified below. Please be advised that additional information may be required. No application shall be considered complete if any of the required information is missing. Additional copies of certain items will be required later in the process.

REQUIRED ITEMS – ALL MATERIALS SHALL BE ELECTRONIC (PDF) UNLESS OTHERWISE NOTED

For Staff Use ONLY	
Verified	Waived

- 1. Land Use Application Cover Sheet, with original signature(s).
- 2. A written statement by the owner listing any adjacent, contiguous parcel(s) in which the owner has an interest through ownership, contract for purchase, earnest money agreement, or option through any person, firm, or corporation (including the name, address, and telephone number of all such persons, firms, or corporations).
- 3. A statement or map containing the following:
 - A. The existing zoning classification;
 - B. The square footage computation of each lot or parcel, excluding square footage of land in access panhandles and/or private roads;
 - C. The source of the water supply; and
 - D. The method of sewage disposal.
- 4. Two (2) copies of the preliminary short plat drawn to scale on paper not larger than 11-inches by 17-inches showing:
 - A. The date, scale, and north arrow;
 - B. All existing and proposed boundary lines;
 - C. Dimensions, square footage and number assigned to each existing and proposed lot or parcel (the square footage of land in access panhandles and/or private roads shall not be included in the lot size computation);
 - D. All existing structures;
 - E. All setbacks for existing structures;
 - F. The location of any sensitive areas defined in LMC Title 17 as known to the applicant at the time of submittal; and
 - G. Proposed location of front and rear yards for proposed lots.
- 5. A complete, notarized Affidavit of Ownership for all property owner(s) of the involved property, with original signatures.
- 6. A copy of all recorded documents pertaining to the subject property.

7. A tree retention/clearing plan.

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8. Two (2) sets of reduced copies (no larger than 11 by 17 inches) of all plans and oversized documents.

9. A completed SEPA application, unless the project is categorically exempt from SEPA review. Note: For most short plats the applicant is not required to complete the checklist. However, the applicant is to understand that the checklist may be required if, during processing, the circumstances of the short plat indicate the need for environmental review.

10. Application fee(s).

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Verified	Waived

DISCRETIONARY ITEMS

The Community Development Director may waive either of these items, pursuant to LMC Section 1.35.015(A), upon written request by the applicant and a finding that the item is not necessary to analyze the application.

1. A current ownership title certificate from a recognized title company.

2. A site survey prepared by a licensed surveyor registered in the state of Washington.

FINAL APPROVAL

1. A written statement by the owner or notation on the final map containing:

- A. The square footage computation of each lot or parcel, excluding square footage of land in access panhandles and/or private roads;
- B. The source of the water supply; and
- C. The source of sewage disposal.

2. A site survey prepared by a licensed surveyor registered in the state of Washington.

3. Two copies of the short plat map drawn on reproducible material having dimensions of 18-inches by 24-inches which contains the following information:

- A. A legal description of the property to be subdivided and legal descriptions of lots, tracts, or parcels therein together with the legal description of private roads and easements therein, if any, *all prepared or approved and sealed by a licensed surveyor registered in the state of Washington;*
- B. The date, scale and north arrow;
- C. The boundary lines, to scale, of the tract to be subdivided and each lot contained therein;
- D. The number assigned to each lot;
- E. The location, names, widths and auditor’s file number of any existing easements, existing and proposed roads and proposed rights-of-way for public services utilities with the area contained within the short subdivision, and within 100-feet thereof, and location of nearest city streets;
- F. The boundaries of all lands reserved in the deeds for the common use of the property owners of the short subdivision;
- G. The location of permanent and topographic features which will have an impact upon the short subdivision, such as all existing or platted streets adjacent to the short subdivision, buildings, watercourses, rights-of-way, all utility rights-of-way, township lines and sections lines;
- H. The statement: “Land within this short subdivision shall not be further subdivided for a period of 5-years unless a final plat is filed pursuant to LMC Ch.

- 19.25 and RCW Ch 58.17.”;
- I. Signature block for approval by the Mayor;
- J. Stormwater system maintenance requirements as required by the Public Works Director; and
- K. A certificate as per RCW Ch. 58.17.165.
- 4. The following documentation shall accompany each application for approval of a short plat:
 - A. A vicinity map clearly identifying the location of the property being short subdivided, having a scale of not more than 400-feet to the inch;
 - B. Copies of restrictions, if any, proposed to be imposed upon the use of the land. Such restrictions must be recorded either prior to or simultaneously with the short plan;
 - C. A current title certificate consisting of a report from a recognized title company showing the interest of all persons, firms, or corporations signing the final short plat and any restrictions as listed under item B. The certificate must be dated within 30-days of the application;
 - D. Lot Closures for each lot contained within the Short Subdivision; and
 - E. In any short subdivision where lots are served or to be served by a private street, the subdivider shall furnish copies of such further covenants or documents that will result in:
 - a. Each owner having access thereto having responsibility for maintenance of any private street contained within the short subdivision.
 - b. Any seller being obligated to give actual notice to any prospective purchaser of the method of maintenance of the private street which notice shall be caused to be included in any deeds or contracts relating to such sale, and such covenants or documents shall be recorded either prior to or simultaneously with the moment the short subdivision becomes effective.

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

- NOTES**
1. The approval of a Short 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. *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.
 3. Any permit issued for an Short Subdivision shall expire two years from the date of preliminary approval. The Mayor may grant a single one-year extension to this time limit, provided a written request for an extension is received before expiration.
 4. 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 pre-application conference with the City staff be scheduled prior to submittal of an application.
 5. An application may be amended only in writing.
 6. 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.

7. In each application the burden of proof rests with the applicant, petitioner or proponent.

8. Items with any typewritten information must be 10-point font or larger to ensure legibility of scanned documents.

I/We _____, owner(s) of the property commonly known as _____, do hereby apply for permission to subdivide the above-referenced property. I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge.

Signature of Owner: _____ Date: _____

Please print name: _____

**Land Use Series
Affidavit of Ownership**

File Name: _____

File Number: _____

Property Owner: _____

Contact Address: _____

Phone: _____

Any person with a verifiable interest in the subject property must complete this form. If the above property owner has an express interest in additional parcels involved in the listed project than there is space provided for below, those parcel numbers and associated legal descriptions must be provided on further copies of this form.

Site Address: _____

APN: _____

Legal Description:

Site Address: _____

APN: _____

Legal Description:

AFFIDAVIT OF OWNERSHIP – To Be Completed in the Presence of a Notary Public

I, _____, being duly sworn, depose and say that I am the owner of record of that certain real property identified as Snohomish County Parcel Number(s) _____, and that the information provided in this application, including all submittals and attachments, is true and correct to the best of my knowledge.

Signature of Owner: _____

Date: _____

Please print name: _____

STATE OF _____)
) ss.
COUNTY OF _____)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he signed this instrument and acknowledged it to be his free and voluntary act for the uses and purposes mentioned in the instrument.

SUBSCRIBED AND SWORN TO before me this _____ day of _____ 20__.

NAME (print): _____

NAME (sign): _____

Notary Public in and for the State of _____

Commission Expires: _____