



CITY of EVERETT
PLANNING and COMMUNITY DEVELOPMENT 5516-004
SHORT SUBDIVISION APPLICATION (REVIEW PROCESS II)

Submit the following items below to divide a lot(s) up to nine lots in accordance with Title 18 and Title 19 of the Everett Municipal Code. This checklist must be submitted with your formal application to ensure that your application is counter complete. If this checklist, or the items listed below, is not included with the formal application, the application will be deemed counter incomplete and returned. Also use this application to submit for your final short subdivision.

Preliminary Short Subdivision Submittal Checklist

MP
12/29

1) Fee
 Waived per
 AEA Dec 23/16
 Total Fee: _____

Preliminary Review Fee: See current land use application *Fee Schedule* posted online.
Final Review and Fee: A fee will be required prior to recording the Final Maps (see the separate checklist and current *Fee Schedule*.)
 Fees are non-refundable and payable by cash, check or credit card upon application.

B.A.M.?

2) Pre-Application Meeting Request or Waiver

A *Pre-application Meeting Request* is required prior to submitting this application, unless waived by the Planning Department.
 PreApp# 16-032 Project Planner T. Weldon

MP
12/29

3) Land Use Application

Submit **one**. The *Land Use Application* must be filled out completely and signed by the owner, applicant, or primary contact.

4) Short Subdivision Title Report (Short Plat Certificate)

Submit **two** copies of a Short Subdivision Title Report that is current within 30 days of submitting the application. Dec 19 2016

MP

5) Declaration of Ownership

Submit **one for each owner**. A notarized signature of all owners who have a vested interest in the property to be subdivided, as indicated in the title report. Use one of the attached forms (Individual or Corporation). Lending institutions will only be required to sign documents at final short subdivision approval. See attached instructions.

MP

6) Declaration of Legal Documentation

Submit **one for each owner**. A notarized signature of all owners who have interest in the property, as indicated in the Plat Certificate. Use the attached forms. Sign within the one-inch margins.

7) Mailing List

emailed

Submit one hard copy and email the Excel spreadsheet of property owner's addresses to planning@everettwa.gov. Must be completed per the *Mailing List Instructions for Review Process II*. See attached. *? emailed A.L.*

BAM 8) Preliminary Drainage Report and Improvements

Submit three copies. Provide a Preliminary Drainage Report. If any of the detention or water quality treatment standards are exceeded, drainage improvements must be provided per City Design and Construction Standards. Provide a conceptual plan showing location and type of stormwater facility. *emailed Becky A.M.*

N/A? 9) Special Studies
(Traffic, biological assessment, critical area, geotechnical report, noise, etc., if required by the City.)

Submit three of each, except if a geotechnical report, submit four. A drainage report is not a special study. Also, submit the wetland/stream AutoCAD Project file by email to: planning@everettwa.gov and submit the geotechnical and wetland/stream reports by email to the project planner after submittal.

10) Preliminary Short Plat Maps

Submit 14 full size folded copies and 8 legible, reduced size copies no larger than 11" x 17". **All maps must be in a set and folded at the time of submittal.** Must be drawn in accordance with the attached *Short Subdivision Plat Map Requirements*.

11) Submit Application with this Checklist*

In Person: City of Everett Public Works Building, Permit Counter
3200 Cedar St 2nd Floor, Everett, WA 98201
By Mail: City of Everett Planning and Community Development
2930 Wetmore Ave Ste. 8-A, Everett, WA 98201

*Speak to a Planner to see if an electronic submittal is an option for your project.

RECEIVED
DEC 8 0 2015
CITY OF EVERETT
Planning Dept.