



CITY OF TUMWATER
 555 ISRAEL RD. SW, TUMWATER, WA 98501
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 (360) 754-4180

**PRELIMINARY PLAT
 Submittal Checklist**

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APPLICANT INFORMATION *(please print neatly)*

NAME OF APPLICANT: _____

SUBJECT PROPERTY INFORMATION

ADDRESS OF PROPERTY (COMPLETE): _____

In order to subdivide a parcel of land into more than four parcels, any one of which is less than 20 acres in size, a complete application shall consist of all items on this checklist unless modified or waived by Staff. In accordance with TMC 14.02.070.A.1, prior to acceptance of the Preliminary Plat application, the applicant must complete Preliminary and Formal Site Plan Review.

A. PERMIT 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"/>	<input type="checkbox"/>
2. SEPA checklist, and applicable fee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Transportation Concurrency Application, and applicable fee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Water and Sewer Availability certificate from the City of Tumwater Public Works Department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Title report / Plat Certificate / Subdivision Guarantee, dated no more than 30 days prior to submittal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Mailing list of the property owners within 300 feet of the exterior boundaries of the tract(s) identified in the application, in MS Word-file format using Avery Mailing Label 5160 template.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Five copies of the proposed Plat drawing(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. One reduced copy (11"x17") of the Plat drawing(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. PLAT MAPS	N/A	Provided	Staff
1. The 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 Plat map shall be a drawing of the entire contiguous parcel(s) showing the following information:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Date, scale, and north arrow.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Section, Township, and Range.	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. New boundaries of the total parcel included in the Plat and each individual lot and tract being created designated by bold lines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Legal description of the total parcel included in the Plat, along with the parcel number(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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B. PLAT MAPS (CONTINUED)	N/A	Provided	Staff
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 Plat.		<input type="checkbox"/>	
h. Existing and proposed contours.		<input type="checkbox"/>	
i. 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 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"/>	
j. Location of:			
- All existing (and if proposed to remain or be removed) and proposed structures, and distances to proposed property-lines.		<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 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 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"/>	
k. Project Information block shall also be placed on the face of the Preliminary 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"/>	<input type="checkbox"/>	
- Number of lots and proposed use (single-family residential, duplex, etc).	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	
- Smallest lot-size.	<input type="checkbox"/>	<input type="checkbox"/>	
- Length of roads (public and private).	<input type="checkbox"/>	<input type="checkbox"/>	
- Width of roads (public and private).	<input type="checkbox"/>	<input type="checkbox"/>	
- Area (acreage and square-footage) of roads (public and private).	<input type="checkbox"/>	<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"/>	

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B. PLAT MAPS (CONTINUED)	N/A	Provided	Staff
- Zoning.		<input type="checkbox"/>	
- Water provider.		<input type="checkbox"/>	
- 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"/>	
l. Plat phasing plan.	<input type="checkbox"/>	<input type="checkbox"/>	
m. For residential subdivisions, a minimum of 10 percent of the gross area must be set aside as Open Space.	<input type="checkbox"/>	<input type="checkbox"/>	
n. For commercial subdivisions of 10 acres or more, a minimum of five 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. ELECTRONIC SUBMITTAL	N/A	Provided	Staff
1. Compact disc (CD) or USB drive containing all of the plans, reports, etc. as outlined under B and C above, in PDF-file format. Maximum format shall be 300 dpi. Note: Please do not include the application or submittal checklist in electronic format.		<input type="checkbox"/>	<input type="checkbox"/>

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

Signature of Applicant

Date