



# Plat Alteration Submittal Checklist



Project File Number: \_\_\_\_\_ Accepted By: \_\_\_\_\_

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

**This form must be completed and submitted with your Type V application**

**Applicant / Staff Verify**

\_\_\_ / \_\_\_

**Completed Type V Application**

\_\_\_ / \_\_\_

**Title Company Certification not more than 30 days old**

\_\_\_ / \_\_\_

**4 copies of an application letter requesting the alteration**

The letter should outline and describe all proposed alterations to the recorded plat, providing sufficient information for evaluation of the proposal. The letter must contain "signatures of a majority of the persons having an ownership interest of lots, tracts, parcels, sites, or divisions in the subject subdivision or portion to be altered." (RCW 58.17.215)

\_\_\_ / \_\_\_

**Provide the following information about the previously recorded plat that you are proposing to alter:**

\_\_\_ / \_\_\_

a. Previously approved application number;

\_\_\_ / \_\_\_

b. Date the plat was recorded;

\_\_\_ / \_\_\_

c. Auditor's file number of the previously recorded plat;

\_\_\_ / \_\_\_

d. Total number of lots in the previously recorded long plat;

\_\_\_ / \_\_\_

e. Total number of lots following completion of the alteration.

\_\_\_ / \_\_\_

**4 copies of a boundary survey of the alteration or vacation area certified by a registered land surveyor licensed in the State of Washington**

\_\_\_ / \_\_\_

**4 revised drawings of the plat showing:**

\_\_\_ / \_\_\_

a. Boundary lines including bearing and distance;

\_\_\_ / \_\_\_

b. Proposed lot dimensions;

\_\_\_ / \_\_\_

c. Proposed lot areas in square feet;

\_\_\_ / \_\_\_

d. Proposed lot numbers;

\_\_\_ / \_\_\_

e. Proposed lot lines;

\_\_\_ / \_\_\_

f. Site data, including total site area, name of school district, name of water and sewer district, name of telephone service provider, name of electrical power provider, name of gas provider (when applicable), name of County, Section, Township, and Range, average lot size, acres in parks, open areas and size;

\_\_\_ / \_\_\_

g. Scale shown;

\_\_\_ / \_\_\_

h. North arrow;

\_\_\_ / \_\_\_

i. Date of drawing preparation;

\_\_\_ / \_\_\_

j. Size, character and location of all existing buildings;

\_\_\_ / \_\_\_

h. Zoning, on and adjacent to the plat;

\_\_\_ / \_\_\_

i. If any changes to utilities or roadways are proposed the following information is required;

\_\_\_ / \_\_\_

j. Site contours showing existing natural grade and proposed finished grades;

\_\_\_ / \_\_\_

k. 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.

- \_\_\_ / \_\_\_      **4 reduced copies of the survey - 8.5 x 11**
- \_\_\_ / \_\_\_      **4 copies of a vicinity map of the proposal**
- \_\_\_ / \_\_\_      **4 copies of the recorded plat**
- \_\_\_ / \_\_\_      **4 copies of a completed SEPA environmental checklist**
- \_\_\_ / \_\_\_      **Information on 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**
- \_\_\_ / \_\_\_      **Submit 1 set of current Assessor's maps of the plat subject to the proposed alteration including:**
  - \_\_\_ / \_\_\_      a. Adjoining properties under the same ownership as the subject property;
  - \_\_\_ / \_\_\_      b. Map(s) covering all properties within 300 feet of the subject property and within 300 feet of parcels with adjoining ownership or 20 properties, whichever is larger;
  - \_\_\_ / \_\_\_      c. Include an electronic copy of the mailing labels in Excel (.xls) format;
  - \_\_\_ / \_\_\_      d. Hard copy of the mailing list;
  - \_\_\_ / \_\_\_      e. Signed affidavit of mailing list.
- \_\_\_ / \_\_\_      **Supporting Environmental Documents** (Supporting Environmental Documents may only be necessary if changes to the plat exceed the impacts described and mitigated within the original environmental documents).
- \_\_\_ / \_\_\_      **You may submit additional information (4 copies of each) that you feel is necessary to achieve final plat approval.** This can include sketches, engineering reports, petitions, and photographs which you believe will justify, clarify, or explain your request. The Planning & Community Development Department may, at any time, request additional information or studies for these purposes.
- \_\_\_ / \_\_\_      **Fees Collected**

Please note that the City of Lake Stevens contracts with outside agencies for a Critical Areas Review, additional fees may be billed directly to your account.