



City of Pacific **PRELIMINARY SUBDIVISION**

PURPOSE:

The purpose of a Subdivision is to divide land according to minimum standards in order to promote and protect the physical well being of the City of Pacific. This includes insuring adequate circulation patterns, providing desirable public spaces, and insuring adequate light and air. It also means providing for adequate utility improvements such as a distribution system for water, a sanitation system for safe waste disposal, and a storm drainage system to protect against flooding and erosion.

WHEN REQUIRED:

A subdivision is required when land is to be divided into five (5) or more lots, tracts, or parcels or as part of a recorded plat alteration.

CONDITIONS FOR APPROVAL:

1. The proposed lots must conform to the Comprehensive Plan and Zoning Code requirements.
2. The proposed lots are served with an adequate means of access for vehicles, utilities, fire protection, drainage, water supply, and means of sanitary sewage disposal.
3. The public use and interest will be served by permitting the proposed division of land.

SUBMITTAL:

1. **Community Development Filing Fee:**
\$1,000.00 plus time and materials

Failure to submit all requested items (in a legible form) will delay processing of your application pursuant to RCW36.70A.440.

FINAL SUBDIVISION FEES

\$500.00

PROCEDURE:

1. Prior to submitting your subdivision application, you will need to review your proposed subdivision in a pre-application meeting with the City. There is a \$500.00 for the pre-application meeting. ***No Application will be accepted prior to review at the pre-application meeting.*** Please contact the Permit Technician to schedule a time for the pre-application meeting (Phone 253-929-1112).
2. A minimum of two (2) sets of stamped, legal size envelopes will need to accompany the application submittal. The applicant will need to obtain mailing labels for all adjacent property owners within a 300 foot radius of the subject property. See *Instructions for Obtaining Address Labels* on page 3 of this application.
3. You will receive a “Determination of Completeness” (DOC) within 28 days of the submittal of your application stating whether your application is complete or not complete. Once you receive the DOC stating that your application is complete, the City has 90 days to make a decision regarding your application (unless additional information is requested by the City).
4. A “Notice of Application” (NOA) will be published and sent to adjacent property owners. The NOA will be issued within 14 days after a DOC is made. You will be required to post a “Notice Board” (see the attached example) on the property in conformance with the Pacific Municipal Code. An “Affidavit of Installation” shall be submitted to the City that the “Notice Board” has been installed on the property. The “Notice Board” shall be installed on the property on or before the date the NOA is published in the paper.
5. A public hearing date will be set before the Hearing Examiner. The Hearing Examiner will review the proposed preliminary plat and make a recommendation to the City Council. A staff recommendation will be sent to you at least 10 days in advance of the public meeting with the Hearing Examiner.
6. A public meeting will be set before the City Council. The City Council will review the Hearing Examiner recommendation and issue a “Notice of Decision” (NOD) for the proposed preliminary subdivision. A NOD will be sent to the applicant/property owner and to all persons of record. The City Council’s decision may be appealed to Superior Court.
7. Once the City Council has approved your Preliminary Subdivision you have five (5) years to file a Final Subdivision application with the City.

INSTRUCTIONS FOR OBTAINING ADDRESS LABELS

****Please Note – Mailing labels with adjacent property owner addresses may only be purchased from King or Pierce County or prepared by a licensed title company. Mailing labels shall be on a 30 label per page format. Tax Assessor’s map(s) showing the 300 foot radius around the exterior property lines of the proposal shall be submitted with the application.***

REMINDER:

Envelopes and postage shall be provided by the applicant. A copy of the labels shall be made before individually placing them on stamped legal sized envelopes (9 ½” x 4 ½”) with the City’s return address. **(NO METERED MAIL)**

RETURN ADDRESS:

City of Pacific
Dept. of Community Development
100 3rd Ave. SE
Pacific, WA 98047

PRELIMINARY SUBDIVISION

File No. _____ Parcel No. _____

1. **BUSINESS NAME:** _____

Plat Name: _____

¼ ____ S ____ T ____ R ____

2. **APPLICANT/PROPERTY OWNER(S) INFORMATION:** *(if more than one owner, please attach additional sheets with names, owners, contact information and signatures).*

Name: _____

Mailing Address: _____

Phone: _____ City _____ Fax: _____ State _____ Zip _____

Alt. Phone: _____ Email: _____

Status: (Owner, Lessee, Agent, Etc.) _____

3. **DESIGNATED CONTACT PERSON:** (The person who will receive and disseminate all correspondence from the City)

Name: _____

Mailing Address: _____

Phone: _____ City _____ Fax: _____ State _____ Zip _____

Alt. Phone: _____ Email: _____

4. **PROPERTY:**

Address: _____

Zone: _____ Lot Size (Sq. Ft.): _____ Acres: _____

Legal Description: _____
Please Attach Legal Description

5. SURVEYOR:

Name: _____

Mailing Address: _____

Phone: _____ City _____ State _____ Zip _____
Fax: _____

Alt. Phone: _____ Email: _____

6. ENGINEER:

Name: _____

Mailing Address: _____

Phone: _____ City _____ State _____ Zip _____
Fax: _____

Email: _____

7. EXISTING USE OF THE PROPERTY:

8. PROPOSED USE OF THE PROPERTY:

Number of Lots: _____ Typical Lot Size: _____

Price Range: _____ Protective Covenants: _____

Public Areas: _____

Utilities: _____

Street Improvements: _____

I, the undersigned, am a property owner or officer of the corporation owning property involved in this application and certify the foregoing and following statements, answers, and information submitted are in all respects true and correct to the best of my knowledge.

Applicant's Signature

Printed Name

Date

Owner's Signature

Printed Name

Date

3. Whether appropriate provisions are made for sidewalks and other planning features that assure safe walking conditions for students who walk to or from school.

PLANNING/PUBLIC WORKS PRELIMINARY PLAT APPLICATION REVIEW CHECKLIST

The following materials are the **minimum** materials that must be submitted to review your application to determine that it is complete or incomplete as provided for under RCW 36.70A.440. Additional information may be required after review of your proposal. This checklist is provided for your benefit and to aid the City in determining if your application contains the minimum information necessary to review your application. A “Determination of Completeness” (DOC) will be issued within 28 days of acceptance stating whether your application is complete or incomplete (DOI). Please do not turn in your application until all items which apply to your proposal have been checked off. **Submittals will not be accepted or acted upon unless complete. Also this application will not be accepted if you have not had a pre-application meeting with the City.** If you have any questions, contact the Department of Community Development at 360-683-4908.

RETURN COMPLETED CHECKLISTS PART I AND PART II WITH YOUR APPLICATION OR APPLICATION WILL NOT BE ACCEPTED.

<i>For Office Use Only</i>
Date Reviewed: _____ Date of Pre-App Meeting: _____

PLAN SUBMITTAL – PART I		Applicant	Staff
1	<i>Subdivision Application</i> is filled out, original and four (4) copies submitted.		
2	<i>Environmental Checklist</i> is complete with signature, Original only		
3	The <i>pre-application comment sheets</i> , two (2) copies		
4	A <i>legal description</i> of the subject property, certified by a Professional Land Surveyor registered in the State of Washington.		

PLAN SUBMITTAL – PART I (Continued)		Applicant	Staff
5	A <i>letter of water availability</i> from the appropriate purveyor (if applicable/septic properties)		
6	A <i>Subdivision Guarantee Title Report</i> (1 copy)		
7	Responses to Conditions for Approval (1 copy)		
9	One paper reduction of each oversized sheet in plan to 8 ½” x 11”.		
10	All oversized plans folded to 8 1/2" x 14". <i>Please do not bring plans that are rolled up.</i>		
11	Electronic copies of all submittal item (individual pdfs)		
12	Lot closure calculations (1 copy)		
14	County Assessor's Map(s) showing a 300 radius around edges of subject property.		
14	A minimum of two (2) sets of stamped, legal size envelopes addressed to each property owner within 300 of the subject property with the return address for the City of Pacific DCD. A return address stamp is available for your use upon request. (NO METERED MAIL)		
15	A photocopy or printout of names and addresses with the parcel number of each property owner within 300 feet of the parcel. The names, addresses and parcel number shall be on labels in a format of 30 per page in three columns. Please make an 8 ½” x 11” copy of the address labels before placing on the envelopes.		

PLAN SUBMITTAL – PART II PRELIMINARY PLAT DRAWING FORMAT & CONTENT REQUIREMENTS DRAWN TO SCALE <i>(Site plan/Plat Map requirement checklist must be completed by the engineer, surveyor, or architect. Four (4 copies) must be submitted or will be DENIED)</i>		Engineer	Staff
The preliminary plat shall serve as the primary reference by which the City evaluates any proposal for subdivision, and as the basis for any subsequent conditions for approval. The preliminary plat drawing shall include the following:			
17	Subdivision or plan name.		
18	The preliminary plat shall be prepared by a professional land surveyor and drawn to a scale of not less than one inch per 100 feet (100:1).		
19	Names of the property owner, the licensed land surveyor, and the licensed civil engineer submitting and preparing the application.		
20	Legal description of the subject property referenced to section, township, and range, and to the nearest established street lines or monuments,		
21	Datum, basis of bearings, and ties to a minimum of two existing section monuments.		
22	North point and a graphic scale.		
23	Existing government survey section lines.		
24	Complete documentation of the recording number, date and method of each immediately preceding subdivision or binding site plan affecting the subject property. (If applicable)		
25	Complete documentation of the recording number, date and method		

	of any immediately preceding lot merger or lot line adjustment affecting the property. (If applicable)		
26	Location of all existing survey monuments.		
27	Location of existing property lines, indicated by heavy broken lines.		
28	Bearings and lengths of each property line.		
29	Area and other dimensions of each proposed lot, tract or parcel.		
30	Total acreage of the land to be subdivided.		
31	Proportion of total acreage to be maintained as common recreation open space, where required under SMC 17.28.050.		
32	Existing buildings and structures.		
33	Alleys and streets, the latter identified by name.		
34	Preliminary Stormwater Drainage Plans, prepared consistent with the requirements of SMC Title 13.		
35	Location of the Ordinary High Water Mark (OHWM) where applicable.		
36	Location of streams, irrigation ditches, drainage ditches, wetlands, ponds, floodways or other water courses on or within 200' of the proposed project.		
37	Location and extent of wooded areas. Location of trees with a diameter of eight (8) inches or greater or trees identified as "species of local significance" (such as Garry Oak). The location of trees shall be surveyed and shown on the preliminary plat plan.		
38	Any recorded use limitations or abatements/copies of any existing and/or proposed deed restrictions or covenants.		

39	Draft maintenance agreements and proposed management entities responsible for tax payments and maintenance of common facilities (such as roads, stormwater facilities, open spaces, trails, parks, etc.)		
40	Recorded public or private rights-of-way, access, utility or other easements showing location width and purpose.		
41	Other lines of ingress/egress.		
42	Location of any on-site fire hydrants, or the nearest hydrant from lots without hydrants.		
43	All areas and dimensions shall be portrayed to the nearest one hundredth (1/100) of a foot. Angles and bearings shall be portrayed in degrees, minutes, and seconds.		
44	Streets on and adjacent to the tract, including the name and right-of-way (ROW) width, and location; type, width and elevation of surfacing; any legally established centerline elevation; walks, curbs, gutter, culverts, etc.		
45	Utilities on and adjacent to the tract, including location, size, and invert elevation of sanitary, storm and combined sewers; location and size of water mains; location of gas lines, fire hydrants, electric and telephone poles, and street lights. If water mains and sewers are not on or adjacent to the tract, indicate the direction and distance to, and size of nearest ones, showing invert elevation of sewers.		
46	Proposed sanitary, storm water, and water system with points of connection, grades, and sizes indicated.		
47	Preliminary plans for underground power where appropriate, telecommunications, and solid waste disposal.		
48	Preliminary landscaping plans (See SMC 17.28.040).		
49	A scaled vicinity map showing the subject property in reference to surrounding properties, streets, subdivisions, municipal boundaries, identified critical areas within 500 feet of the subject property, and including north arrow.		

50	Topographic contours and elevations at five (5) foot intervals for slopes less than or equal to five percent (5%) and at two (2) foot intervals for slopes greater than five percent to accurately predict drainage characteristics of the property. The topographic contours shall be provided by a Land Surveyor licensed in Washington State. Off-site topographic contours on adjacent property may be required (pursuant to SMC 17.28.020 (B) (2)) to provide supplemental information.		
51	The location of rock outcrops, and the location and extent of steep slopes (more than 15%) and other significant physical features.		
52	Conditions on adjacent land including: <ul style="list-style-type: none"> □ The approximate direction and gradient ground slope, including any embankments or retaining walls; □ Character and location of buildings, power lines, towers, and other nearby non-residential land uses or platted land; □ Refer to subdivision plat by name recording date, volume and page number, and show approximate percent built up, typical lot size, and dwelling type. 		
53	Zoning on and adjacent to the plat.		
54	Key plan showing the location of the tract.		
55	Proposed streets, including names; ROW and Roadway widths; approximate grades and Gradients; similar data for alleys, if any.		
56	Typical cross-sections of the proposed grading, roadway, and sidewalk.		
57	Preliminary clearing and grading plans, including cut and fill amounts.		
58	For proposed replatting of existing subdivisions: the lots, blocks, streets, etc. of the original plat shown with dotted lines in the proper positions in relation to the new arrangement of the plat, the new plat being clearly shown in solid lines to avoid ambiguity.		
59	Preliminary phasing plan, if proposed.		
60	A description of how parking requirements will be met.		

NOTICE BOARD DIMENSIONAL REQUIREMENTS

The notice board shall be four feet (4') by four feet (4') and shall have a sky blue background with white lettering for the City logo, "Public Notification", and contact information. Project lettering, stating the land use/project action shall be blue on a white background. Lettering size shall be the following (the illustration below is an example. The type of action, dates, and all pertinent information will be supplied by the City):

- a. Helvetica or similar standard type face;

