

# PRELIMINARY PLAT *Checklist*

*This is a checklist of materials required for a Preliminary Plat. This checklist is provided to assist you in submitting a complete application. If you have any questions, contact the Planning and Development Services Department at 253.566.5656.*

## RETURN THIS CHECKLIST WITH YOUR APPLICATION

### The Preliminary Plat drawings shall 18" x 24" (or larger) and include:

- Title block.** In bottom right corner with subdivision name and name and address of land surveyor.
- Date of preparation, north arrow, a graphic scale and legal description of the property proposed for subdivision. Plats shall be drawn to appropriate engineering scale of one inch equals 100 feet (1" = 100') or larger.
- Streets.** Location, names, and right-of-way widths of all **existing** and **proposed** streets and driveways within 250 feet of the boundaries of the proposed subdivision. Location, names and right-of-way widths of all proposed streets and their proposed paved width and improvements.
- Replats.** In the case of a re-subdivision: lots, blocks, streets, alleys, and easements of the original subdivision being vacated shall be shown by dotted lines in their proper position in relation to the new arrangement of the subdivision. The new subdivision shall be clearly depicted in solid lines to avoid ambiguity.
- Lots.** Lot layout with lot line dimensions and the area in square feet contained in each lot. Indicate the acreage of land to be subdivided, the number of lots, and the area of all lots.
- Buildings.** Location and use of all existing buildings, indicating which remain and which are to be removed. Use and approximate location of all buildings within 150 feet of the boundaries of the proposed subdivision.
- Common Areas.** Location, size, and use of all **existing** and **proposed** common areas, open spaces, and parks, with their purpose and any conditions or limitations of such reservations clearly indicated, and a description of the adaptability of the area for uses proposed.
- Utilities.** Location, size, and type of public utilities in and adjacent to the proposed subdivision, indicating which utilities will provide service to the development and the proposed locations.

- Creeks, Drainage, Septic Systems, Etc.** Location and disposition of any wells, creeks, drainage courses, drainage ways, septic tanks, drain fields, 100-year floodplain boundaries, and easements in or within 200 feet of the proposed subdivision. Elevation of the 100-year flood and/or floodways at the point immediately upstream from the subdivision, and the direction and distance to said point.
- Topography (Inside).** Five (5) feet contours certified by the engineer or surveyor within the proposed subdivision; OR in the case of a partition of one acre or less, elevations at each existing and proposed property corner. One (1) or two (2) feet contours may be required at the Director's discretion.
- Topography (Outside).** Ten (10) feet contours (at least) within 200 feet outside the subdivision.
- Slope Analysis.** Location of areas where existing grades within the subdivision exceed 15%, 25%, and 40%.
- Critical Areas.** Location of identified hazards or development limitation areas identified by the City of University Place Critical Areas Map.
- Shorelines & Wetlands.** Location of any state shorelines and associated wetlands within the proposed subdivision, as defined by State law and the City of University Place Shoreline Master Program.
- Tree Survey & Tree Retention Plan.** Location of all significant trees as defined in the University Place zoning code and tree replacement plan (if applicable).

**Public Notice:**

**A Public Notice Sign must be posted on the site. Applicant will be notified when to request the public notice sign from the Planning and Development Services Department and the required posting time.**

## Submittal Documents:

Fees must be paid at the time of submittal. The table below indicates the number of sets required at the time of submittal:

| <b># OF SETS REQUIRED</b> | <b>DESCRIPTION</b>   |
|---------------------------|--|
| 20                        | Preliminary Plat Application   |
| 20                        | Preliminary Plat Maps  |
| 20                        | Vicinity Map identifying proposed subdivision, including the nearest cross streets and a North arrow (include one 8½ x 11)   |
| 20                        | Site plans extending at least 300 feet in all directions from the subject property identifying the proposed subdivision and all natural and man-made features: street layout in subdivision; existing streets and developments; existing easements, zoning designations; streams and other watercourses; schools and other public facilities; all 100-year floodplains, floodways, wetlands, buffers and shoreline boundaries. |
| 20                        | Reduced Site Plans (11x17)   |
| 20                        | SEPA Checklist   |
| 2                         | Title Report <b>(must be dated within 30 days of application)</b>  |
| 3                         | Tree Removal Application   |
| 3                         | Tree Survey / Tree Preservation Plan   |
| 3                         | Landscape Plans  |
| 1                         | Affidavit of Ownership   |
| 1                         | Copy of maintenance agreement for common utilities, streets, and open space/park amenities (if privately owned)  |
| 2                         | Water Availability Letter from Tacoma Water  |
| 2                         | Sewer Availability Letter from Pierce County   |
| 1                         | Verification of Pierce County Assessor review submittal (copy of receipt)  |
| 1                         | Verification of Pierce County Utilities Preliminary Plat review submittal (copy of receipt and application)  |
| 1                         | Health Department Application stamped as received by TPCHD along with receipt (and approval letters if applicable)   |
| 2                         | Well Site Review (if applicable)   |
| 5                         | Wetland Review Application and Assessment (if applicable)  |
| 5                         | Geotechnical Report (if applicable)  |
| 5                         | Traffic Impact Analysis (if applicable)  |
| 3                         | Property Listings, Map and Mailing Labels for all lots within 300 feet (but not less than two parcels deep) of subject property. (Obtained from Pierce County Assessor, title company, or other approved method)   |

# PRELIMINARY PLAT AND FINAL PLAT *Information*



3609 Market Place W, Suite 200  
University Place, WA 98466-4488  
PH: 253.566.5656

*This form provides information and an explanation of the procedures of a Preliminary Plat and Final Plat. If you have any questions, contact the Planning and Development Services Department at 253.566.5656.*

A subdivision is the creation of five (5) or more lots for the purpose of sale, lease, or transfer. Land previously divided within the preceding five (5) years cannot be divided. The City of University Place Subdivision Code defines the regulations and design standards for subdividing land.

The subdivision process has two stages: a Preliminary and Final Plat. Preliminary Plat requires a public hearing before the Hearing Examiner. Prior to approval of the Final Plat, the applicant must install the required infrastructure improvements or post bond in lieu of completion.

## **Preliminary Plat Procedure**

**Pre-Application/Technical Review Meeting.** The City offers an opportunity for applicants to meet with reviewing staff prior to submittal of the Preliminary Plat application to obtain necessary requirements and to discuss the feasibility of the proposal. There is no charge for the Technical Review Committee (TRC) meeting. If you would like to schedule a meeting, applications are available at the Permit Counter. Meetings are generally scheduled on Wednesday afternoons and for the week following the request.

**Application Submittal and Review.** Please fill out the application completely and submit all documents required on the *Preliminary Plat Application Checklist*.

The initial review will be the *"Determination of Completeness."* If the documentation received is not sufficient, you will receive a *"Notice of Incomplete Application"* stating what materials or information must be submitted to continue the review of your project. The next step in the process is the notification of neighboring property owners. A *"Notice of Application"* is sent to property owners within a 300' but not less than 2 parcels deep radius. The project is then routed to the various departments and agencies for their review and comments.

The Preliminary Plat involves the environmental and public review of the proposal. Prior to the Examiner's public hearing, an environmental determination must be made based on the environmental checklist submitted with the application and any other information that may be requested. The plat will also be routed to other agencies for review and comment.

A public hearing can be scheduled after the application has been deemed complete for review by the Department and the environmental review and decision has been issued. Public notice of hearings is given by posting notice at the subject property, through advertisement in the local newspaper, by mailing notices to all property owners of record within a radius of 300 feet (but not less than two parcels deep) of the subject parcel, and to other interested parties requesting notice.

Hearing Examiner approval constitutes approval to draw up construction plans and specifications as required with any conditions as specified in the decision. Requests for Reconsideration of the Examiner's Decision are possible by filing a written application for Reconsideration within 21 days following the issuance of the Examiner's decision. The venue for appeals of the Examiner's decision is the Superior Court. Approval of a Preliminary Plat expires if an application for Final Plat is not submitted to the Planning and Development Services Department within five (5) years of the Examiner's decision.

## **Final Plat Procedure**

**Completion of Improvements.** When an applicant receives Preliminary Plat approval, the applicant becomes responsible for improving the site with required utilities and street improvements, in accordance with City standards, specifications, and any conditions of the Preliminary Plat approval.

Prior to proceeding with any subdivision improvements, the applicant shall obtain the necessary permits from the City. The applicant is also responsible for complying with all applicable permit requirements of other federal, state, and local agencies.

A licensed engineer or engineering firm shall be responsible for the supervision and inspection of all subdivision improvements including recreation facilities. All improvements shall be certified in writing by the engineer as completed, in accordance with plans and specifications as approved by the City of University Place Planning and Development Services Department.

**Deferred Improvements.** If an applicant wishes to defer on-site improvements until after recording the Final Plat, written notice shall be made to the City of University Place Planning and Development Services Department.

**Financial Guarantee.** A financial guarantee shall be furnished to the City in an amount equal to one hundred twenty-five percent (125%) of the estimated costs of the deferred improvements. The Planning and Development Services Director (or other applicable department) will determine if the amount of the financial guarantee is sufficient. The financial guarantee shall list the exact work to be performed and shall specify that the improvements will be completed within the time frame specified by each department. The Director (or other applicable department) is authorized to extend the time period for completing the improvements.

**Application Submittal and Review.** When the Director (or other applicable department) can certify that the improvements have been bonded and completed, or that security has been filed with the City Clerk, then review of the Final Plat can proceed.

The improvements and bonding, or bonding for the improvements, must be completed prior to application for Final Plat. Planning staff reviews the Final Plat to ensure conformance with the Preliminary Plat conditions, and forwards a recommendation to the City Council, which holds a public hearing and may approve or disapprove the subdivision.

Please see the *Preliminary and Final Plat application checklists* to assist you in submitting a complete application.



**PLAT DETAILS:**

|   |                                     |                                      |
|---|-------------------------------------|--------------------------------------|
| <b>Will the proposed project be built in phases? If yes, how many?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |                                     |                                      |
| <b>When do you expect to complete the project?</b>  |                                     |                                      |
| <b>Number of proposed single-family and two-family residential lots:</b>  |                                     |                                      |
| <b>Number of multi-family (3 or more units/dwellings) residential lots:</b>   |                                     |                                      |
| <b>Number of commercial lots:</b>   |                                     |                                      |
| <b>Total number of lots to be created:</b>  |                                     |                                      |
| <b>Total number of tracts to be created:</b>  |                                     |                                      |
| <b>Smallest lot size:</b>   |                                     |                                      |
| <b>Average lot size:</b>  |                                     |                                      |
| <b>Total number and size of parks:</b>  |                                     |                                      |
| <b>Total usable open space:</b>   |                                     |                                      |
| <b>Proposed Density:</b>  |                                     |                                      |
| <b>How will access be provided?<br/>(Private, Public, or both)</b>  | <b>Length of Public<br/>Street:</b> | <b>Length of Private<br/>Street:</b> |
| <b>What is the steepest slope on the property?</b>  |                                     |                                      |
| <b>Approximately how many 6" diameter or larger trees on the property will be removed?</b>                                      |                                     |                                      |
| <b>Indicate if any of the following apply to the property. If so, describe:</b>   |                                     |                                      |
| <b>Wet areas?</b>   | <b>Describe:</b>                    |                                      |
| <b>Springs?</b>   | <b>Describe:</b>                    |                                      |
| <b>Creeks?</b>  | <b>Describe:</b>                    |                                      |
| <b>Within 200' of Shoreline?</b>  | <b>Describe:</b>                    |                                      |
| <b>Within Wetland Buffer?</b>   | <b>Describe:</b>                    |                                      |
| <b>Within Creek Buffer?</b>   | <b>Describe:</b>                    |                                      |
| <b>Flood Plain?</b>   | <b>Describe:</b>                    |                                      |

**UTILITIES AND SERVICES PROVIDERS:**

| <b>SOURCE OF WATER</b> | <b>SOURCE OF POWER</b> |
|------------------------|------------------------|
| <b>NAME:</b>           | <b>NAME:</b>           |
| <b>ADDRESS:</b>        | <b>ADDRESS:</b>        |
|                        |                        |

| <b>SEWAGE DISPOSAL</b> | <b>TELEPHONE</b> |
|------------------------|------------------|
| <b>NAME:</b>           | <b>NAME:</b>     |
| <b>ADDRESS:</b>        | <b>ADDRESS:</b>  |
|                        |                  |

| <b>NATURAL GAS</b> | <b>CABLE TELEVISION</b> |
|--------------------|-------------------------|
| <b>NAME:</b>       | <b>NAME:</b>            |
| <b>ADDRESS:</b>    | <b>ADDRESS:</b>         |
|                    |                         |

| <b>FIRE</b>     | <b>SCHOOL</b>   |
|-----------------|-----------------|
| <b>NAME:</b>    | <b>NAME:</b>    |
| <b>ADDRESS:</b> | <b>ADDRESS:</b> |
|                 |                 |

|   |  |
|---|--|
| <p>I hereby certify under penalty of perjury under the laws of the State of Washington that I am the applicant listed above, and that all information and evidence herewith submitted are in all respects and to the best of my knowledge and belief, true and complete. I understand that the filing fee accompanying this application is not refundable, and is only for the purposes of defraying the normal administrative expenses of processing the application, and that the payment of said fees does not result in automatic issuance of the permit requested in this application.</p> |  |
| Print Name:   | <input type="checkbox"/> Owner <input type="checkbox"/> Agent/Other (specify): |
| Signature:  | Date:  |



# PRELIMINARY PLAT

## *Owner Affidavit*



3609 Market Place W, Suite 200  
University Place, WA 98466-4488  
PH: 253.566.5656

### DECLARATION:

Know all men by these presents that we, the undersigned, owner(s) in fee simple and/or contract purchaser(s) of the land herein described do hereby make an application for a preliminary plat. The undersigned further declare that the attached map is the graphic representation of said preliminary plat and the same is made with the free consent and in accordance with the desires of the owner(s). In witness whereof we have set with our hands and seals.

|             |                  |
|-------------|------------------|
| Name: _____ | Signature: _____ |
| Name: _____ | Signature: _____ |
| Name: _____ | Signature: _____ |
| Name: _____ | Signature: _____ |

### ACKNOWLEDGMENT:

STATE OF WASHINGTON     )  
  ) ss  
COUNTY OF \_\_\_\_\_ )

On this day appeared before me \_\_\_\_\_ (owner), to me known as the individual(s) described in and who executed the within and foregoing instrument, and acknowledge that \_\_\_\_\_ (he/she) signed the same as \_\_\_\_\_ (his/her) free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Washington

\_\_\_\_\_  
Residing at

\_\_\_\_\_  
My Commission Expires