



## UNIT LOT SUBDIVISION – SUBMITTAL CHECKLIST

ALL SUBMITTALS **MUST** BE COMPLETE  
APPLICATIONS SHALL BE SUBMITTED ON THE [SSPP](#)

- Land Use Application Form
- IF DEVELOPER/APPLICANT IS NOT THE PROPERTY OWNER: A letter from the owner authorizing the developer/applicant to process the application on their behalf. If vested owner is listed as a corporation, provide documentation of signing authority on behalf of the corporation.
- Written narrative**, which includes the following:
  - Detailed description of the proposed project.
  - Description of how the proposal meets the requirements of Title 14 SMC.
- Title report** (dated within 30 days prior to application)
  - Prepared by a title company, showing the names and addresses of all parties whose consent is necessary to dedicate land for public use, as well as any easements or other encumbrances. Attach referenced documentation.
- SEPA Checklist**, if applicable
- Critical Areas report**, consistent with requirements of Title 14 SMC  
A letter from a qualified professional stating that no wetlands, streams, or required buffers exist on the site may be submitted in place of a Critical Areas report. A mitigation plan is required if any impacts to Critical Areas or buffers are proposed.
- Geotechnical report**
- Traffic study**
- Drainage report**
- Pre-Application** comments from the City
- Project plans**  
Prepared by a professional Engineer or Land Surveyor, registered in Washington State. Maximum dimensions of 24" x 36", drawn to 1" = 20', 30', or 40' scale. The following **must** be included:
  - **Title block** including date prepared/revised, scale, north arrow, Quarter section, section, township and range, name, address, and phone number of preparer
  - **Vicinity map**, including scale (minimum 1" = 2,000'), municipal boundaries, township and section lines, major roads, railroad, and transmission rights-of-way, water bodies (including streams, rivers, lakes), adjacent land uses in all directions of the site
  - **Textual data** (on the right-hand side or along the bottom), containing the following information:
    - Name, address, and telephone number of applicant, and all persons with real or possessory interest
    - Legal description of the proposed plat
    - Existing land use designation of the subject property
    - Acreage **and** square footage of the parent lot, number of units proposed, and number of units per acre
    - Acreage of proposed open space, and the percentage it represents of the total land area
    - Proposed road lengths and the area/percentage of the total land area that the right-of-way represents
    - Name of the current and proposed water and sanitary sewer purveyor
  - **Boundary lines** and dimensions of the parent lot
  - **Lot dimensions** and square footage of each unit lot, with unit lot numbers or tract designation labels (consecutive)



# CITY OF SNOHOMISH

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- **Land use designation boundaries**, and **setback lines** (labeled) required by the land use designation
- **Adjacent properties** and their development status, with tax parcel numbers and names of any adjacent plats
- Existing and proposed **contour lines** at 2 foot or 5 foot intervals. All contour lines shall show the topographical relationship of adjacent properties to the proposed plat. Clearly show existing drainage, slopes, and road grades within the proposed development.
- Location, name, and width of all **existing and proposed rights-of-way** and other public or private ways within 100 feet of the site, the grade of proposed streets and the pavement location of existing and proposed streets. Include centerline profile(s) of all proposed public and private roads within the development (may be submitted as a separate sheet).
- Location of all **existing structures** (including fences, utility poles and guy wires) within the proposed unit lot subdivision, and within 25 feet of its external boundaries
- Location of **fire hydrants** within 250 feet of the plat
- Location of existing and proposed **underground utility lines**, sewer and water mains adjacent to or within the proposed unit lot subdivision
- Location of existing and proposed **storm drainage facilities**
- Any **easements** located within or adjacent to the proposed unit lot subdivision
- Existing or proposed **restrictions** on the use of the land
- **Critical areas** boundaries and their buffers including steep slopes, wetlands, streams, and rivers with adequate detail of Critical Areas extending offsite. Location of proposed buffers and setbacks.
- Identification of any existing or proposed **Native Growth Protection Areas** (NGPA) and other lands within the site where development would be restricted
- **Landscape plans**, showing location of all significant trees (as defined in Chapter 14.240 SMC), proposed street trees and other landscaping, and existing and proposed utility alignments,
- **Grading plans** stamped by a professional engineer, showing building pads and elevations, streets, sidewalks, and driveways, with elevations at lot lines and crossing points, and retaining walls with elevations at top and bottom of footings, at 10-foot intervals
- **Parcels of land** to be dedicated or reserved for public use, or to be reserved in the deeds for the common use of the property owners of the unit lot subdivision, with the purposes clearly indicated
- **Base flood** elevation data, including special flood hazard area boundary, if any portion of the site is located within a flood zone area, consistent with definitions in Chapter 14.270 SMC.
- Any other information that may be required by the City, in order to review the proposed unit lot subdivision
- Accurate **legal descriptions** of existing and proposed unit lots – *if separate from plans*  
Must be prepared, stamped and signed by a professional land surveyor registered in Washington State, or certified by a title insurance company doing business in Snohomish County.