



PRELIMINARY SUBDIVISION APPLICATION

Department of Community & Economic Development

321 E. 5th Street, Port Angeles, WA 98362
360.417.4750 | www.cityofpa.us | ced@cityofpa.us

file no. _____

The division or redivision of land into five or more lots, tracts, parcels, sites, or division for the purpose of sale, lease, or transfer of ownership. It is recommended that all applicants thoroughly review design standards, requirements, and the subdivision process in Chapter 16.08 of the Port Angeles Municipal Code. It is recommended that any interested party schedule a per-application meeting with DCED Staff, to review preliminary plat design and the subdivision process.

REQUIRED APPLICATION MATERIALS CHECKLIST

- SUB:** A completed subdivision application
- Pre-application Materials:** Submit evidence of the pre-application review of subdivision proposal
- Project Narrative:** A detailed account of the reason and goals for the Subdivision
- Preliminary Plat:** 2 Copies of the preliminary plat
- Preliminary Plat Checklist:** A complete checklist to ensure preliminary plat meets requirements
- SEPA Checklist:** Complete and acquire authorized signatures
- Digital Copy of Application Materials:** Please provide a digital copy of all materials

APPLICANT INFORMATION

Applicant Name: _____ (Property Owner: Yes No)

Mailing Address: _____

Phone: _____ Email: _____

Applicant's Representative (If other than applicant): _____

Phone: _____ Email: _____

(If applicant, or applicant's representative, is not the owner, property owner acknowledgment of this proposed land use action must be provided)

SUBJECT PROPERTY

Proposed Subdivision Name: _____

Full Street Address: _____

Full Legal Description: _____

Parcel Number / ID: _____

Current Zoning: _____ Current Comp. Plan Designation: _____

Property Owner(s): _____ (Same as Applicant)

Property Owner Address: _____

(We) hereby certify under penalty and perjury of the laws of the State of Washington that I (we) are the owner(s) or authorized representative(s) of the owner of the above-described property and request that the short plat be approved. It is understood that willful misrepresentation of the information will terminate the application.

Date _____ Print Name _____ Signature (Owner Representative) _____

Notes:	
Fees: \$1,500 Preliminary Plat Application, \$1,000 Final Plat Application	DATE STAMP



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PRELIMINARY SUBDIVISION PLAT CHECKLIST

- Proposed Subdivision Name: _____
- Scale of not less than 200 feet to one inch
- Location, width and purpose of all easements, existing and proposed.
- Name and right-of-way widths of all existing and proposed streets on or adjacent to the proposed subdivision.
- Approximate location and size of all utilities (water mains, sewers, etc.) on an adjacent to the proposed subdivision.
- Contours, based on City adopted vertical datum, shall have intervals of not more than five feet for slopes of ten percent or more and not more than two feet for slopes of ten percent or less.
- Locations of and results of tests made to ascertain subsurface soil, rock, and ground water conditions, when required by the City Engineer.
- Approximate locations of water courses, marshes, rock outcrops, wooded areas, natural retention areas, direction of drainage, culverts, houses, all non-residential land uses and all other significant features on and adjacent to the proposed subdivision.
- Zoning on and adjacent to the proposed subdivision.
- All highways or other major improvements planned by public authorities for future construction on or near the proposed subdivision.
- A vicinity sketch showing relation of the proposed subdivision to the surrounding area with regard to major improvements.
- The legal description of the tract to be platted, title under which the proposed subdivision is to be recorded, names and addresses of the owners, date, scale, north arrow.
- The legal description of the proposed lots.
- Ownership of unsubdivided land adjacent to the proposed subdivision and names of adjoining existing plats.
- The required building setbacks and any existing buildings and/or major structures shall be shown for each proposed lot as well as their distances from property lines.
- Identification of each lot and each block.
- Approximate square footage and scaled dimensions of each lot.
- Summary of site data, including total acreage, acreage in residential use, acreage in streets, and number of acres in parks and other non-residential land uses.