

PRELIMINARY PLAT

Application Checklist

216 McNaught Street POB 700 ♦ Roy, WA 98580

Phone (253) 843-1113 ♦ FAX (253) 843-0279

CITY OF ROY

The following materials must be submitted with your application. This checklist is provided to assist you in submitting a complete application. Please do not submit your application until all items that apply to your proposal have been checked off. If you have any questions, contact the City of Roy at (253) 843-1113.

RETURN THIS CHECKLIST WITH YOUR APPLICATION

GENERAL

- Application Forms (*attached*) & Copies of Plans
- Environmental Checklists
- All Review Fees
- Vicinity Map identifying the subject property, including the nearest cross streets and a North arrow.
- Property Listings, Maps and Mailing Labels for all property owners of record within a radius of 300 feet (but not less than two parcels deep) of the subject parcel. (*Can be obtained from the Pierce County Assessors Office*)
- 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.

PRELIMINARY PLAT

Preliminary Plat shall be on 18" x 24" (or larger) paper and include all of the following:

- 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, DRAINAGES, SEPTIC SYSTEMS, ETC.: Location and disposition of any wells, creeks, drainage courses, drainageways, septic tanks, drainfields, 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) foot 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) foot contours may be required at the city planner's discretion.
- TOPOGRAPHY (Outside): Ten (10) foot 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 Roy 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 Roy Shoreline Master Program.
- TREE SURVEY & TREE RETENTION PLAN: Location of all significant trees as defined in the Roy zoning code and tree replacement plan (if applicable).

OTHER REQUIREMENTS

- Signed water availability letter.
- Title Report (**must be dated within 30 days of application**)
- Notarized Affidavit of Ownership Signatures of **ALL** involved property owners.
- Copy of maintenance agreement for common utilities, streets, and open space/park amenities (*if privately owned*).
- Any other information required by the City's Subdivision Code, or by the city planner.

REQ'D	# of REQ'D SETS	DESCRIPTION	For Department Use Only	
			REC'D	COMMENTS
✓	10	Preliminary Plat Application		
✓	10	Preliminary Plat Maps		
✓	10	SEPA Checklists		
✓	10	Vicinity Maps (one 8-1/2x11)		
	2	Prints of Tree Survey (if applicable)		
✓	3	Property Listings, Maps & Labels (300 feet but not less than two parcels deep)		
✓	3	Title report		
✓	3	Certificate of water availability		
✓	2	Health Dept. Application		
✓	3	Health Dept. Approval Letters (if applicable)		
✓	3	Well Site Review (if applicable)		
✓	3	Wetland Assessment (if applicable)		
	3	Geotechnical Report (if applicable)		
✓	3	Habitat Conservation Plan (if applicable)		
✓	3	Flood Study Report (if applicable)		
✓	3	Traffic Impact Analysis (if applicable)		

NOTE: The number of copies required is subject to change & will be established at pre-application meeting. All fees are due at the time of application.

OFFICE USE ONLY- FEES for REVIEW		
	Intake Fee	Deposit
<i>PRELIMINARY PLAT</i>		
<i>PUD</i>		
<i>SEPA</i>		
<i>CRITICAL AREA REPORTS – if req.</i>		
<i>FLOOD STUDY REVIEW - if req.</i>		
TOTAL FEES:		