



PRELIMINARY LONG PLAT APPLICATION SUBMITTAL CHECKLIST

THE CITY WILL BE UNABLE TO ACCEPT YOUR APPLICATION IF YOU FAIL TO PROVIDE ALL OF THE FOLLOWING REQUIRED CRITERIA

- PREAPPLICATION CONFERENCE** (*Including copy of staff worksheet from meeting*)
- APPLICATION FORM**
Please submit completed application on the attached form with all required information specified and all signature blocks completed.
- CURRENT APPLICATION FEE**
- PRELIMINARY PLANS**
Please submit three (3) copies of the preliminary plat map and one (1) reduced copy. Preliminary plats will be a minimum of twenty-four (24) inches by thirty-six (36) inches.
 - a. Name, address, and telephone number of the owner and the person with whom official contact should be made.
 - b. Name of the proposed subdivision.
 - c. Location of the site by section, township, range.
 - d. Vicinity map showing the location of the property to be subdivided in relation to the surrounding area within 1000 feet or the next major street whichever is greater.
 - e. North arrow, scale (1:50 or 1:100), and the solid line showing the boundary of the proposed plat.
 - f. Legal description of property(ies) with the source of the legal description clearly indicated.
 - g. Approximate boundaries of all blocks, the designation of lots, lot lines, and dimensions.
 - h. Provide Site Data Table showing number of proposed lots, frontage, lot area, existing zoning, method of domestic water supply, method of sanitary disposal of sewage.
 - i. Show general location of existing utilities.
 - j. The location, names, and widths of all existing and proposed streets, roads and access easements within the plat and within 100 feet thereof, or the nearest city street.
 - k. All existing or proposed easements or divisions proposed to be dedicated for any public purpose or for the common use of the property owners of the plat.

- l. Approximate location of any natural areas such as streams, drainage ways, and critical areas as defined in the Critical Areas Ordinance.
- m. Approximate location of existing buildings and structures, septic tanks, drainfields, wells or other improvements (indicate if they will remain or be removed).
- n. Approximate location, size, and dimensions of any common areas, if applicable.
- o. Conditions of adjacent properties, platted or unplatted; and if platted, give the name of the subdivision. If the proposed plat is the subdivision of a portion of an existing plat, the approximate lines of the existing plat are to be shown and a copy of the existing plat, along with any and all recorded covenants and easements.
- p. A contour map of the proposed subdivision and showing the contours two hundred feet beyond the plat perimeter, said contour map showing changes in elevation of five (5) feet.
- q. A traffic analysis, which would include information relating to the traffic volume generation of the proposed subdivision, the capacity of connecting arterials, turning movements and sight distance information, and such additional information as is appropriate.

WRITTEN NARRATIVE: Please submit a written narrative describing the proposal including but not limited to number of proposed lots, nature of surrounding properties, proposed access, and timing or phasing of development. The written narrative will also address compliance to applicable sections of the zoning code (e.g. minimum lot area, net density), subdivision ordinance and other applicable regulations.

CERTIFICATE OF SEWER AVAILABILITY

CERTIFICATE OF WATER AVAILABILITY

ENVIRONMENTAL CHECKLIST

Note: Any previous environmental documents that are relevant to this project should be included and/or may be adopted by references.

OTHER RELATED APPLICATIONS OR PERMITS, IF APPLICABLE

Administrative Exception: _____

Administrative Variance: _____

Boundary Line Adjustment: _____

Conditional Use Permit: _____

Variance: _____

Zone Reclassification: _____

OTHER EXHIBITS OR DOCUMENTS

COMMENTS



City of Connell

**EASTERN
WASHINGTON'S
HARVESTLAND**

PRELIMINARY LONG PLAT APPLICATION

PART I - APPLICATION INFORMATION

APPLICANT INFORMATION:

Applicant: _____

Mailing Address: _____

City: _____ **State** _____ **Zip** _____

Phone: (Home/Work) _____ **(Fax)** _____ **(Cell)** _____
Please circle

OWNER INFORMATION:

Legal Owner: _____

Mailing Address: _____

City: _____ **State** _____ **Zip** _____

Phone: (Home/Work) _____ **(Fax)** _____ **(Cell)** _____
Please circle

PART II - PROJECT INFORMATION

PARCEL NUMBER(S) OF SITE: _____

STREET ADDRESS OF SITE (if any): _____

BRIEF PROPERTY DESCRIPTION (e.g. flat, rolling, vacant, structures, septic, well):

SIZE OF SUBJECT PROPERTY (square feet): _____

EXISTING ZONING CLASSIFICATION(S): _____

COMPREHENSIVE PLAN CATEGORY: _____

LIST OF PREVIOUS LAND USE ACTIONS INVOLVING THIS PROPERTY:

PARCEL NUMBERS(S) OF ADJACENT LAND OWNED OR CONTROLLED BY OWNER: _____

SIZE OF ADJACENT LAND OWNED OR CONTROLLED BY OWNER (acres or square feet): _____

PROPOSED USE OF PROPERTY:

- Single Family Dwellings Duplexes MultiFamily Dwellings
 Mixed Use Business Industrial
 Manufactured Homes Other – Describe:

PROPOSED NUMBER OF LOTS: _____

PROPOSED ACCESS TO LOTS:

- Private Driveway, 3 lots or less Private Road, 4 lots or more
 Public Street State Highway

NAME OF PUBLIC ROAD(S) PROVIDING ACCESS: _____

HAVE YOU PROVIDED ACCESS TO ADJACENT PROPERTY THAT IS "LAND LOCKED" WITHOUT ACCESS TO PUBLIC ROAD? Yes No **IF NO, PLEASE EXPLAIN WHY:** _____

PROPOSED SOURCE OF WATER:

- Public System Other – Describe _____

PROPOSED MEANS OF SEWAGE DISPOSAL:

- Public Sewer Community System Other – Describe: _____

UTILITY COMPANIES AND DISTRICT TO PROVIDE SERVICE TO THIS PROPOSAL:

Electricity: _____ **Gas:** _____

Water: _____ **Sewer:** _____

Phone: _____ **Cable:** _____

Fire: _____ **School:** _____

Other: _____

IS THE PROPOSAL SITE ADJACENT TO, OR DOES IT INCLUDE A BODY OF WATER (e.g. exposed standing water, pond, year round stream, or lake)?

Yes No IF YES, PLEASE LIST: _____

DOES THE SITE HAVE FLOODPLAINS? Yes No IF YES, PLEASE IDENTIFY THE COMMUNITY PANEL NO. & FLOOD ZONE NO.: _____

DOES THE SITE HAVE ANY WETLANDS (e.g. open water, seasonal water, marsh areas, water saturated soils or wetland plants such as “cattails”)?

Yes No IF YES, PLEASE LIST: _____

IF YES, HOW CLOSE TO THE BOUNDARY OF THE WETLAND IS DEVELOPMENT PROPOSED TO OCCUR? _____ FEET.

DOES THE SITE PRESENTLY HAVE FISH OR WILDLIFE HABITAT?

Yes No IF YES, PLEASE IDENTIFY KNOWN WILDLIFE: _____

DOES THE SITE HAVE GEOLOGICAL HAZARDOUS AREAS (such as slopes over 15%, unstable soil or rocks prone to landslides, severe erosion, flooding or others)?

Yes No IF YES, PLEASE IDENTIFY: _____

PART III – KEY STEPS TO EXPEDITE THE PROCESSING OF YOUR PRELIMINARY LONG PLAT APPLICATION

- Pursuant to Connell Municipal Code Chapter 16.04 (Platting and Subdivision Regulations) all Preliminary Long Plats are to be prepared by or under the supervision of a professional land surveyor.
- Please submit **all** of the required information specified on the Application Submittal Checklist at the time of initial application.
- All references on the face of the preliminary long plat to the City shall say City of Connell.