

PRELIMINARY SHORT PLAT CHECKLIST

Planning and Land Use

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The Preliminary Short Plat application process is used to verify compliance with Edgewood Municipal Code [\(EMC\) Chapter 16.03](#).

- Preliminary Short Plat applications must include a completed [Land Division Application](#)
- Submit the Preliminary Short Plat Checklist distributed by City staff at the pre-application, if applicable.
- A Traffic Concurrency Reservation Certificate (CRC) must be processed as a separate application prior to submitting a Preliminary Short Plat application per [EMC 18.105](#). The resulting CRC shall be submitted with the Preliminary Short Plat application (item #12)

Upload PDF copies of the drawings, reports, and documents to the City's Permit Portal. If submitting at City Hall, make an appointment with Front Counter staff, and provide all documents in PDF format on a USB Drive.

Each Preliminary Short Plat application packet shall include the following items as separate pages. Each document shall be named consistent with the checklist below. All documents submitted under this section shall contain the name of the short subdivision and the name and address of the applicant. . If an item is not provided, the applicant shall specify the reason for omission at the end of this document. Failure to follow these guidelines will result in an incomplete application.

Pre-App		City Verified
<input type="checkbox"/>	1 Survey Drawing	<input type="checkbox"/>
<input type="checkbox"/>	2 Legal Descriptions	<input type="checkbox"/>
<input type="checkbox"/>	3 Lot Calculations	<input type="checkbox"/>
<input type="checkbox"/>	4 Preliminary Stormwater Drainage Plan	<input type="checkbox"/>
<input type="checkbox"/>	5 Title Report (<30 days old)	<input type="checkbox"/>
<input type="checkbox"/>	6 Documentation of all Easements and Recorded Restrictions	<input type="checkbox"/>
<input type="checkbox"/>	7 Certificate/ Letter of Water Availability	<input type="checkbox"/>
<input type="checkbox"/>	8 Sewage Disposal Method (TPCHD Approval, or Letter of Sewer Availability)	<input type="checkbox"/>
<input type="checkbox"/>	9 Critical Areas Report(s)	<input type="checkbox"/>
<input type="checkbox"/>	10 Significant Tree Retention Plan	<input type="checkbox"/>
<input type="checkbox"/>	11 State Environmental Policy Act (SEPA) Checklist	<input type="checkbox"/>
<input type="checkbox"/>	12 Traffic Concurrency Reservation Certificate (CRC)	<input type="checkbox"/>
<input type="checkbox"/>	13 Other drawings or documents as required for specific projects to fully demonstrate the scope of work and how it complies with EMC.	<input type="checkbox"/>

* City staff will use the Pre-App column below to identify all required application materials. If the box is marked with an **X** the item is required to be submitted.

Document Components

- 1. Survey Drawing-** A signed and notarized drawing prepared by a professional land surveyor. Drawing Preparation per [EMC 16.03.040](#). Provide a vicinity map sufficient to define the location and boundaries of the proposed short subdivision with respect to surrounding property, streets, and other major manmade and natural features. This may be included on the drawing of the preliminary short plat. The preliminary short plat drawing shall contain the following information:
 - a. Drawn to scale with accurate dimensions at no less than one inch equals 100 feet and the scale shall be shown on the drawing;
 - b. A numeric scale, graphic scale, true north point, and date of preparation;
 - c. All existing property lines lying within the proposed plat including those to be vacated, those within 100 feet of the subject property and those within 100 feet of adjacent lots under the same ownership as the property being subdivided;
 - d. The location, right-of-way widths, pavement widths and names of all existing or platted streets and other public ways within, or adjacent to, the proposed short subdivision;
 - e. The location, widths and purposes of any existing easements lying within, or adjacent to, the proposed short subdivision;
 - f. The location and size of existing sanitary sewer, storm sewer and water lines lying within, or adjacent to, the proposed short subdivision;
 - g. The location of existing sections and municipal corporation boundary lines and tribal boundaries lying within, or adjacent to, the proposed short subdivision;
 - h. The approximate location of any critical areas as prescribed in EMC Title 14 and critical area tracts;
 - i. The location of any well used for domestic water supply existing within the proposed short subdivision, or within 100 feet of the boundaries of the proposed short subdivision;
 - j. Existing contour lines at intervals of two feet elevation when average slopes exceed 10 percent;
 - k. The location of any existing structures lying within the proposed short subdivisions;
 - l. The boundaries and approximate dimensions of all proposed lots, the area of each proposed lot, and the proposed identifying number or letter to be assigned to each lot and/or block;
 - m. The right-of-way location and width, the proposed name of each street, alley or other public way to be created and, where final street grades are likely to exceed 10 percent, the estimated tentative grades of such streets. Where roadways may exceed the maximum grade or alignment, the city engineer may require sufficient data, including centerline profiles and cross-sections if necessary, to determine the feasibility of said roadway;
 - n. The location, width and purpose of each easement to be created;
 - o. The boundaries, dimensions and area of public and common park and open space areas;
 - p. Identification of all areas proposed to be dedicated for public use, together with the purpose and any condition of dedication; and
 - q. The building envelope shall be indicated for each lot.
 - r. Additionally: The location, species, trunk size and drips lines of each significant tree prescribed in [EMC 18.90.180](#). [NOTE: If significant trees on a property are removed in violation of EMC 18.90.180, the city shall not accept any application for a short subdivision or preliminary full subdivision, nor approve any final short plat or final plat until such time that the violation is resolved to the city's satisfaction consistent with its regulations]
- 2. Legal Descriptions-** A geographic description of existing and proposed lots, including information about locations and boundaries of lots and any easements.
- 3. Lot Calculations-** Calculations showing existing and proposed lot size, lot coverage (roof area), impervious surfaces, and hard surfaces.
- 4. Preliminary Stormwater Drainage Plan-** Performed by a licensed engineer.
- 5. Title Report-** A document containing information about the ownership and title of the properties, as well as tax information, sometimes also called a subdivision guarantee. Can be obtained from a title company. Title Report must be less than 30 days old.

6. **Documentation of all Easements-** Recorded easement information may be included in the title report as hyperlinks to Pierce County records. If it is not, please provide separate document(s) detailing all easements that exist on the properties.
7. **Sewage Disposal Method** Septic approval from Tacoma-Pierce County Health Department or letter of sewer availability from the appropriate service provider.
8. **Water Availability-** A letter from the appropriate service provider indicating that water service is available for the proposed site.
9. **Critical Areas Report(s)-** If critical areas are present on the site, please submit any relevant reports completed by a specialist (wetland, geotechnical, flood, etc.), in accordance with [EMC Title 14](#).
10. **Significant tree retention plan-** Please see EMC 18.90.180 Tree Preservation for tree retention requirements.
11. **SEPA Checklist-** This form can be found on the City's website. It contains list of questions regarding the proposed project's environmental impacts. Fully respond to all questions, and attach any additional information that will supplement the description of the proposal.
12. **Neighborhood Meeting Documentation-** Proof that a neighborhood meeting was held in accordance with required procedures and proof that notice was given by mailing.
13. **CRC-** A separate application requiring a trip generation report prepared by an engineer or planner.

Preparation of a Preliminary Short Plat

The preliminary short plat shall be prepared in accordance with the following requirements:

- A. A Washington State licensed engineer or land surveyor shall prepare the preliminary plat.
- B. All geographic information portrayed on the preliminary plat shall be accurate, legible and drawn to an engineering (decimal) scale.
- C. The preliminary short plat shall contain the contents prescribed in [EMC 16.03.040](#)

Applicant shall provide a written description for the reason any item is not provided.

Item	Reason for Omission
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