CITY OF OAK HARBOR
Development Services Department

Subdivisions
Preliminary Plat Application
Review Process IV

What is a Subdivision?
A subdivision is the division of land into ten or more lots, tracts, parcels, sites or divisions for the purpose of sale or lease and includes all re-subdivision of land.

What is a Preliminary Plat, and when is it necessary?
A preliminary plat is a neat and accurately scaled drawing of a proposed subdivision. The purpose of a preliminary plat is to show the general layout of streets and alleys, lots, blocks, and restrictive covenants to be applicable to the subdivision, which will provide a basis for the approval or disapproval of the general layout of a subdivision.

Is a pre-application meeting required for a Preliminary Plat application?
No, pre-application meeting is not required for this review process; however the pre-application is strongly recommended for all applicants as a low cost way of identifying key issues prior to full site plan development.

To initiate a pre-application review, an applicant must submit a completed pre-application request on a form provided by the Development Services Department for that purpose, any required fee, preliminary site plan and all other information required by the City.

Is public notice required for a Preliminary Plat application?
Yes. Public notice for preliminary plats consists of posting of the property with twenty-four-inch by thirty-six-inch signs (provided by the Development Services Department) and mailing notice to adjacent property owners located within three hundred feet of the project site. A legal notice must be published in the official City newspaper, and a notice of application must be posted within fifteen calendar days prior to the date of the Planning Commission public hearing.

Is a public hearing required for Preliminary Plat approval?
Yes. Preliminary plat applications are subject to review process IV and require an open public hearing before the Planning Commission with recommendation to the City Council, which has final approval authority for preliminary plats.

The Subdivision Process

There are three steps to the subdivision process:

1. Pre-application meeting –The purpose of this meeting is to allow the applicant an opportunity to discuss the proposal with staff. The meeting is scheduled after the submittal of the pre-application form, **9 copies** of the proposed plat (18" x 24" in size) and the appropriate fee.

2. Preliminary plat submittal – After the pre-application meeting, the applicant must submit **9 copies** of a preliminary plat (18" x 24" in size), which incorporates comments from the pre-application meeting. At the time of submittal, staff will set a date for the review meeting, during which a staff person from each department will be present to provide comments on, and requirements for, the proposed project. A date will be set at that time for the open public hearing before the Planning Commission.

   After the review meeting, any and all comments and changes will need to be incorporated into the plat plans, and 15 copies of the revised plans will need to be submitted for the Planning Commission. ***Revised plat plans must be submitted at least four weeks in advance of the public hearing before the Planning Commission.***

3. Final plat submittal – The last step in the subdivision process involves submitting the final plat plan for approval by City Council. This plat must incorporate the comments and requirements set forth in the preliminary plat approval. After the final plat has been approved by City Council, final mylars may be submitted for signature and then recorded with Island County.

Fees

- Pre-application fee: **$379.00** (subtracted from fee taken at the time of the preliminary plat application).

- Fee at time of preliminary plat application submittal: **$2,982.00 + $53.00 per lot**

If you have any questions regarding the preliminary plat application process, please contact the Permit Coordinator at (360) 279-4510.

Preliminary Plat
Review Process IV

Submittal Requirement Lists & Applications for Pre-Application and Preliminary Plat

How do I start the application process?
The first step is to submit a complete application packet to the Permit Center located in the Development Services Department along with the applicable fees and the required number of copies for all submittal items. A complete application packet includes all the information and items listed in the Submittal Requirement List shown below.

The Development Services Department conducts two application checks to ensure that application packets are complete before staff begins the development review process. Prior to accepting an application, staff will conduct a "**Counter Complete**" review of the submittal package. This initial Counter Complete review ensures that all required submittal items are contained within the package. If each item on the submittal requirement list has been submitted, the application will be accepted for further review.

Prior to processing the application, the Development Services Department will determine that the application is "**Technically Complete**". A Technically Complete application must contain all information required by the applicable development regulations as they apply to the proposed land use action. Within twenty-eight calendar days after receiving a project permit application, the City will provide the applicant with a determination stating either that the application is complete, or that the application is not complete and more information must be submitted before staff review can occur.

Submittal Requirement List

The following checklists identify required information for pre-application and preliminary plat submittals. **All** items with a number followed by an underlined space (i.e., 1.___) must be submitted before the application will be considered "Counter Compete". **All** items with a check box (i.e. ☐) must be complete for the application to be determined "Technically Complete".

Pre-Application Submittal Requirements

1.__ COVERSHEET – A coversheet listing the contents of the pre-application, as well as a short narrative describing the proposed project in detail;

2.__ APPLICATION FORM (attached) - The pre-application form must be complete and the applicant must sign at least one original copy in ink;

3.__ APPLICATION FEE – The fee for pre-application for preliminary plat must accompany the pre-application submittal packet;

4.__CRITICAL AREAS IDENTIFICATION FORM.

5.__ PROPOSED PRELIMINARY PLAT – The proposed preliminary plat map must be prepared by a professional land surveyor or engineer, and everything in the following list must be included on the plat map:

REQUIREMENTS

- **Plat map requirements –** All geographic information portrayed by the preliminary plat must be accurate, legible, and drawn to an engineering (decimal) scale. The horizontal scale of a preliminary plat must be 100 feet or fewer to the inch, except that the location sketch and typical street cross sections may be drawn to any other appropriate scale. The plat map must be 18" by 24" in size (with a ½" border on the top, bottom, and right hand margins and a 2" border on the left hand or binding margin), and if more than one sheet is needed, each sheet must be numbered consecutively and an index sheet showing the entire property and orienting the other sheets, at any appropriate scale, must be provided;

The map must include the following information:

- **Name of the proposed plat;**
- **Owner and surveyor information –** The name, address and phone number of the subdivider (owner) and the name, address and phone number and seal of the surveyor preparing the plat;
- **The plat must clearly show all lots, rights-of-way, open space, existing easements, and other features affecting the design of the plat;**
- **Legal description –** An accurate and complete legal description of the area being platted;
- **Public Dedications –** All parcels of land intended to be dedicated or temporarily reserved for public use and the conditions attached thereto must be accurately indicated;
- **Vicinity map –** There must be a vicinity sketch at a scale of not more than 800 feet to the inch showing the proposed plat in relation to surrounding land. All platted or public rights-of-way for a distance of at least a quarter mile must be shown, and additional area must be illustrated, if necessary, to show connecting streets or arterials, as well as the following:
    a. Date, scale, north arrow and lot lines.
- **A site plan showing the following (the site plan and the preliminary plat map may be combined):**
    a. Name of plat;
    b. Topography of the area with a maximum of five-foot interval contours;
    c. The City datum must be used;
    d. Location of all utilities and sizing of existing and proposed public utilities, including but not limited to fire hydrants, water, sewer, storm drains, electricity, gas, telephone and cablevision lines,

mail boxes (showing the proposed utilities on the preliminary plat does not constitute approval);

e. Existing structures and natural features and all proposed and existing improvements within and adjoining the proposed subdivision;

All map information must be prepared in a neat and legible manner.

6.__ SUBMITTAL REQUIREMENTS – 9 copies of the coversheet, the pre-application form and a complete and accurate plat map must be submitted along with the appropriate fee. The plat map must be 18” by 24” in size.

Preliminary Plat Submittal Requirements

1.__ COVER SHEET – A coversheet listing the contents of the application package, as well as a short narrative describing the proposed project in detail;

2.__ APPLICATION FORM (attached) – The application form shall be completed and the applicant must sign at least one original copy in ink;

3.__ APPLICATION FEE – The fee for preliminary plat must accompany the application;

4.__ PRELIMINARY PLAT – The preliminary plat map must be prepared by a professional land surveyor or engineer, and everything in the following list must be included on the plat map:

REQUIREMENTS

- **Plat map requirements –** All geographic information portrayed by the preliminary plat must be accurate, legible, and drawn to an engineering (decimal) scale. The horizontal scale of a preliminary plat must be 100 feet or fewer to the inch, except that the location sketch and typical street cross sections may be drawn to any other appropriate scale. The plat map must be 18" by 24" in size (with a ½" border on the top, bottom, and right hand margins and a 2" border on the left hand or binding margin), and if more than one sheet is needed, each sheet must be numbered consecutively and an index sheet showing the entire property and orienting the other sheets, at any appropriate scale, must be provided;

The map must include the following information:

- **Name of the proposed plat;**
- **Owner and surveyor information –** The name, address and phone number of the subdivider (owner) and the name, address and phone number and seal of the surveyor preparing the plat;
- **The plat must clearly show all lots, rights-of-way, open space, existing easements, and other features affecting the design of the plat;**
- **Legal description –** An accurate and complete legal description of the area being platted;
- **Public Dedications –** All parcels of land intended to be dedicated or temporarily reserved for public use and the conditions attached thereto must be accurately indicated;
- **Vicinity map –** There must be a vicinity sketch at a scale of not more than 800 feet to the inch showing the proposed plat in relation to surrounding land. All platted or public rights-of-way for a distance of at least a quarter mile must be shown, and additional area must be illustrated, if necessary, to show connecting streets or arterials, as well as the following:
    b. Monuments found and established during the preliminary survey;

c. Names and addresses of all land owners contiguous to the proposed plat;
d. Present zoning classification on and adjacent to the proposed plat;
e. Copy of any deed restrictions or protective covenants existing or proposed;
f. Date, scale, north arrow and lot lines.

- **A site plan showing the following (the site plan and the preliminary plat map may be combined):**
  a. Name of plat;
  b. Topography of the area with a maximum of five-foot interval contours;
  c. The City datum must be used;
  d. Location of all utilities and sizing of existing and proposed public utilities, including but not limited to fire hydrants, water, sewer, storm drains, electricity, gas, telephone and cablevision lines, mail boxes (showing the proposed utilities on the preliminary plat does not constitute approval);
  e. Existing structures and natural features and all proposed and existing improvements within and adjoining the proposed subdivision;

All map information must be prepared in a neat and legible manner.

5.__DEED RESTRICTIONS AND/OR PROTECTIVE COVENANTS – A copy of any deed restrictions or protective covenants existing and/or proposed must be submitted;

6.__ENVIRONMENTAL CHECKLIST – 9 copies An environmental checklist and review fee will be required in accordance with City ordinance upon the submittal of a preliminary plat, unless both the applicant and the City supervisor agree that an environmental impact statement is required;

7.__CRITICAL AREAS IDENTIFICATION FORM – Critical areas reports identified during pre-application review.

8.__ASSOCIATED APPLICATIONS – Applications associated with the project, to the extent applicable (e.g. Shoreline, variances, conditional use, etc.) must be submitted with this application package;

9.__ENVIRONMENTAL REVIEW (SEPA) – Many applications are subject to review under the State Environmental Policy Act. If your proposal exceeds the following thresholds you will need to submit an environmental check list.

-Four dwelling units.

-For office, schools, commercial, recreational, services or storage buildings up to 4,000 square feet and more than 20 parking spaces.

-For landfills and excavations up to 100 cubic yards throughout the total lifetime of the fill or excavation; and any fill or excavation classified as a Class I, II or III forest practice.

10.__PRELIMINARY STORMWATER DESIGN REPORT – If the project involves the addition or re-development of 2,000 square feet or more of impervious surfacing, stormwater review will be required for the project;

11.__TRAFFIC IMPACT STUDY – A traffic impact study indicating the number of additional average daily trips the proposal could be expected to generate (if applicable);

12.__MAILING LIST – A complete and accurate mailing list of all adjacent property owners within 300 feet of the project site, along with a map showing the locations of the adjacent property owners, must be submitted as part of the application package;

13.__SUBMITTAL REQUIREMENTS – 9 copies of complete and accurate plat maps (18" by 24" in size), along with ***9* copies** of the application form, the project narrative and **9 copies** of any other associated application forms*.

****Please refer to the pre-application meeting comments regarding any specific associated applications that may be needed along with the preliminary plat application.***

4 copies of <u>each</u> report and/or study required must be submitted**. Applicable reports/studies include (but are not limited to): stormwater design reports, wetland reports, shoreline studies, traffic impact studies, etc.

Please refer to the pre-application meeting comments regarding any specific reports/studies that must be submitted along with the preliminary plat application packet.

NOTE: If a Public Hearing is required for this project, staff will request additional copies to present at meeting(s).

CITY OF OAK HARBOR
Development Services Department

Pre-Application Application Form

Project Name:

Type(s) of Application:

Description of Proposal:

APPLICANT NAME/CONTACT PERSON (or legal representative)**:**	Address:
E-mail Address:	Phone and Fax:
PROPERTY OWNER NAME (list multiple owners on a separate sheet)**:**	Address:
E-mail Address:	Phone and Fax:
ENGINEER/SURVEYOR:	Address:
E-mail Address:	Phone and Fax:
PROJECT SITE INFORMATION (address/location)**:**	Comp. Plan Designation:
Zoning:	Parcel Number(s):
Legal Description (attach separate sheet):	Acreage of Original Parcel(s):
Section/Township/Range:	Number of Lots:

AUTHORIZATION:
The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial of the request.

I declare under penalty of the perjury laws that the information I have provided on this form/application is true, correct and complete.

Authorized Signature **Date**

CITY OF OAK HARBOR
Development Services Department

Preliminary Plat Application Form

Project Name:

Description of Proposal:

APPLICANT NAME/CONTACT PERSON (or legal representative)**:**	Address:
E-mail Address:	Phone and Fax:
PROPERTY OWNER NAME (list multiple owners on a separate sheet)**:**	Address:
E-mail Address:	Phone and Fax:
ENGINEER/SURVEYOR:	Address:
E-mail Address:	Phone and Fax:
PROJECT SITE INFORMATION (address/location)**:**	Comp. Plan Designation:
Zoning:	Parcel Number(s):
Legal Description (attach separate sheet):	Acreage of Original Parcel(s):
Section/Township/Range:	Number of Lots:

AUTHORIZATION:
The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial of the request.

I declare under penalty of the perjury laws that the information I have provided on this form/application is true, correct and complete.

Authorized Signature **Date**