



Wyndham Highlands
2017-068

Type III Permit- Preliminary Plat Permit

INSTRUCTIONS

Below is a checklist of items that must be submitted as part of your application for a preliminary plat. Below outlines the minimum information that must be provided on your plan sheets. Numbers in parenthesis equal the number of copies required. Please use only paper clips and/or binder clips when assembling documents. All Boundary and Topographic Surveys must be prepared by—or under the supervision of—a professional land surveyor registered in the State of Washington.

If you have any questions about what is required, or if you would like to schedule a pre-application conference, please call the Planning Department at 360.793.2231.

SUBMITTAL CHECKLIST

- ◇ (1) CD with individual pdfs of each item listed below ↓
- ◇ (1) Original plus (4) copies of the Combined Permit Application Form
- ◇ (2) Vicinity map (on 8½" X 11")
- ◇ (4) Written narrative (description of proposal)
- ◇ (2) Public notice materials (instructions attached)

SITE PLANS

- ◇ (1) Original (wet-stamped) plus (4) full size copies
- ◇ (2) 11" X 17"
- ◇ (2) 8½" X 11"

LANDSCAPE PLANS

- ◇ (1) Original (wet-stamped) plus (4) full size copies
- ◇ (2) 11" X 17"
- ◇ (2) 8½" X 11"

TREE SURVEY, IF REQUIRED

- ◇ (1) Original (wet-stamped) plus (4) full size copies
- ◇ (2) 11" X 17"

REPORTS

- ◇ (1) Original signed SEPA checklist plus (4) copies (if required)
- ◇ (4) Soils report for site (if required)
- ◇ (4) Traffic impact analysis (if required)
- ◇ (4) Stormwater drainage report (if required)
- ◇ (4) Wetland study (if required)
- ◇ (4) Geotechnical report (if required)
- ◇ (2) Title Report – 30 days to current at time of submittal

MA

N/A

PLAN SHEET REQUIREMENTS

Cover Sheet

- ◇ Title block (centered at top of sheet) that includes the following:
 - ◆ City of Sultan
 - ◆ Name of proposed subdivision
 - ◆ File No. (call 360.793.1099 for correct number)
 - ◆ Section, township, & range
 - ◆ Site street address (use block # if no bldg. #)
- ◇ Site Information
 - ◆ Site address (use block # if no bldg. #)
 - ◆ Legal description of existing Lot
 - ◆ Legal descriptions of proposed Lots
 - ◆ Legal description of any area for dedication
 - ◆ Zoning designation
 - ◆ Comprehensive plan designation
 - ◆ Use classification (SMC Chapter 16.12)
 - ◆ Bulk development requirement calculations
 - Total number of proposed lots
 - Total number of proposed lots per Acre
 - Average proposed lot size
 - Size of each lot (both in acreage and square feet)
 - Total area (acreage and square footage) of park and recreation usable open space, if provided
 - Proposed net density (less open space, roads, dedications, etc.)
 - ◆ Park and recreation usable open space calculations (if applicable)
 - ◆ Adjacent street names & classifications
 - ◆ Screening types provided (if required indicate for each lot line)
 - ◆ Special districts: (Ex: School & Fire)
 - ◆ Utility provider (sewer & water)
 - ◆ Critical area types located on-site (if applicable)
 - ◆ Shoreline classification (if applicable)
- ◇ Sheet index.
- ◇ Date plans were prepared and/or revised.
- ◇ Vicinity map (include north arrow, scale, and pinpoint site location).
- ◇ Name and address of the applicant, owner, & Engineer and Surveyor.

Site Plan Sheet

- ◇ Title bar (locate at bottom or along right edge of sheet) that includes the following:
 - ◆ Date drawing was prepared or revised.
 - ◆ Project name & location.
 - ◆ Name, address, & phone number of applicant, owner, Engineer, & Surveyor.
- ◇ North arrow, graphic scale (1"-50' or larger), & legend.
- ◇ Existing lot lines within or adjacent to the project site.
- ◇ Existing and proposed rights-of-way (include dimensions & street name).
- ◇ Existing and proposed easements (include dimensions).
- ◇ Existing critical area boundaries and associated buffers on-site and within 150ft. of site

- ◇ Location of existing buildings on-site (include existing and proposed setbacks) and label any buildings that are to be removed.
- ◇ Site ingress/egress (existing and/or proposed).
- ◇ Frontage improvements with dimensions (if required).
- ◇ Location of existing and proposed utility lines, sewer lines, and water mains adjacent to or within the proposed subdivision.
- ◇ Building envelope (for lots with critical areas and/or unusual shape and topography only)
- ◇ Existing critical area boundaries and associated buffers on-site and within 150ft. of site.
- ◇ Location of recreation and usable open space, if provided (include perimeter dimensions and square footage).
- ◇ Preliminary grading and reclamation plan.
- ◇ Preliminary drainage plan showing existing and proposed drainage facilities for the site and adjacent areas.
- ◇ Location of all private or community wells within the proposed subdivision and within 100 feet of the proposed subdivision.
- ◇ Contour lines at 5 (five) foot intervals.

Landscape Plan Sheet

- ◇ Plant schedule and legend showing scientific and common names for each type of tree, shrub, and ground cover and their quantity, planting size mature size, and symbol.
- ◇ North arrow, graphic scale (1"= 20'), & legend
- ◇ Tree, shrub and lawn planting details
- ◇ Location and spacing of all trees, shrubs, and plants (including existing trees to be preserved)
- ◇ Irrigation plans & details (if required)
- ◇ Parking area shading calculation (if applicable)
- ◇ Dimensions for each landscape area, including frontage, lot boundary, and vehicle accommodation area landscaping.