

# SUBDIVISION APPLICATION



Mail: PO Box 371, Stevenson, Washington 98648 Email: [planning@ci.stevenson.wa.us](mailto:planning@ci.stevenson.wa.us) Phone: (509)427-5970

**Applicant/Contact:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

If There are Additional Property Owners, Please Attach Additional Pages and Signatures as Necessary

## **Submittal Requirements**

*Applicants must provide the following information for all Subdivision Applications.  
The City will not accept applications without the required information.*

- Application Fee** (\$\_\_\_\_\_ base amount + \$\_\_\_\_ per \_\_\_\_\_ square feet = \$\_\_\_\_\_)
- Completed Application with Signatures of all Property Owners**
- Documentation of Preapplication Meeting**
- Associated Permit Applications** (When applicable)
  - SEPA Checklist (Lands covered by water)
  - Critical Areas Permit (When impacted)
- Subdivision Guarantee (From a Title Company)**

*The following information is required for **Preliminary Plat Applications**. Preliminary plats are neat and approximate drawings of proposed subdivisions showing the general layout of roads and alleys, lots, blocks, and other elements of plats or subdivisions which furnish the basis for approval or disapproval of the general layout of subdivisions.*

- One (1) PDF and at least Eight (8) Paper Copies of the Proposed Subdivision Plat Map**  
Plats shall be prepared by a Professional Land Surveyor, drawn on standard sheets, and clearly showing the information required in SMC 16.34 and SMC 16.36
- Plans and Pertinent Supplemental Information** indicating compliance with SMC Title 16 and the Stevenson Engineering Standards, such as:
  - o **Engineering, Design, and/or Site Development Plans** (Utilities, Fire Protection, and Access)
  - o **Public Street Improvement Plans** (When applicable)
  - o **Site Evaluations related to On-Site Sewage Disposal Systems** (When applicable)

*The following information is required for **Final Plat Applications**. Final plats are the final drawing of the subdivision and dedication prepared for filing for record with the County Auditor and containing all elements and requirements set forth in state law and the Stevenson Municipal Code.*

- A Checklist indicating how each Preliminary Plat Condition has been addressed**

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SUBMIT TO:  
 City Hall  
 7121 E Loop Road

# Subdivision Application

- One (1) PDF and at least Five (5) Paper copies of the Proposed Final Plat**  
 Plats shall be prepared by a Professional Land Surveyor, drawn on standard sheets, and clearly showing the information required in SMC Title 16, particularly SMC 16.26 16.28, and SMC 16.36
- A Final Draft Copy of all Restrictive Covenants proposed for the Subdivision**
- Survey Data and Closure Report**
- Documentation associated with any Bond related to the Plat (When applicable)**

*A Subdivision is the division of land into five or more lots, tracts, parcels, sites or divisions for the purposes of sale or lease and includes all resubdivision of land. Subdivisions are reviewed pursuant to SMC Title 16. The City Council makes the final decision on subdivision proposals.*

## Property Information

*Applicants must provide the following information for all proposed Subdivisions.  
 The City will not accept applications without the required information.*

**Property Address (Or Nearest Intersection):** \_\_\_\_\_

**Tax Parcel Number:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_

**Proposed Plat Name:** \_\_\_\_\_ **Proposed # of Lots:** \_\_\_\_\_

**Water Supply Source:**  City  Well **Sewage Disposal Method:**  City  Septic

**Proposed Use of Lots:**  Multi-Family  Single-Family  Commercial  Vacant/Other

**Brief Narrative of Request** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*As proponents and/or the property owners of the real property described in this proposal, our signatures indicate our approval of this proposal, with the understanding that the proposal is subject to review, approval, and/or denial under SMC Title 16.*

*I/we hereby provide written authorization for the City to reasonably access to the subject property to examine the proposal and carry out the administrative duties of the Stevenson Municipal Code.*

Incomplete applications will not be accepted. • Ensure all required submittals are included.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Property Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For Official Use Only:  
 Date Application Received: \_\_\_\_\_ Date Application Complete: \_\_\_\_\_