



## TOWN OF COUPEVILLE PRELIMINARY SHORT PLAT APPLICATION

4 NE Seventh Street / PO Box 725, Coupeville, WA 98239  
Phone 360.678.4461 · <http://www.townofcoupeville.org>

Owner (use additional forms if other property owners) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Email Address \_\_\_\_\_

Applicant (Contact) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Email Address \_\_\_\_\_

Assessor's Parcel Number(s) \_\_\_\_\_

Property Address: \_\_\_\_\_ Zoning \_\_\_\_\_

**PRELIMINARY SHORT PLAT FEES**

Short Plat review base fee: (001.000.000.345.81.00.00)	\$2,000
Short Plat review \$75/lot:	
Engineering review base fee: (001.000.000.341.82.00.00)	\$200
Engineering review \$50/lot:	
Final Plat	\$250.00
<b>TOTAL:</b>	<b>\$</b>

**IF APPLICABLE:**

SEPA review (assumes DNS/MDNS): (001.000.000.345.86.00.00)	\$600
Certificate of Appropriateness: (001.000.000.345.84.00.00)	\$150

**AUTHORIZATION:** I am the/an owner of the property and I authorize submittal of this application. I grant permission for Town staff and agents to enter onto the subject property for the sole purpose of making any inspections of the property that are necessary to process this application. I certify under penalty of perjury of the laws of the State of Washington that the information in this application and all information submitted herewith is true, complete, and correct.

OWNER'S SIGNATURE AND PRINTED NAME \_\_\_\_\_ DATE \_\_\_\_\_

Town file number: _____	Received: _____
Fee: _____	Date paid: _____
	Receipt #: _____

Submittal checklist is on following pages.

### Short Plat Submittal Checklist

Applicant check	Intake check	
<input type="checkbox"/>	<input type="checkbox"/>	Application form and applicable fees
<input type="checkbox"/>	<input type="checkbox"/>	<p>Preliminary short subdivision map prepared by a land surveyor or professional engineer registered in Washington State (5 hard copies plus electronic copy in PDF, or as approved)</p> <ul style="list-style-type: none"> <li>• Drawn to scale (1"=20', 1"=30', 1"=40', 1"=50', or as approved by the Town Engineer)</li> <li>• Sheet size of 22" by 32"</li> <li>• Vicinity map clearly showing the location of the property</li> <li>• Legal and common descriptions</li> <li>• Names and addresses of preparer and property owner(s)</li> <li>• Preparation &amp; revision dates</li> <li>• North arrow, scale, quarter section, section, township, and range</li> <li>• Existing easements on the site and existing lot lines within and adjacent to the boundaries of the site.</li> <li>• Original acreage and the average land area in square feet of proposed lots</li> <li>• Lot and tract dimensions, areas, and identifying numbers or designations. Identify purpose of tracts.</li> <li>• Existing property lines within and adjacent to the proposed subdivision</li> <li>• Existing zoning (zone boundaries, if applicable)</li> <li>• Zoned setback lines for proposed lots</li> <li>• Boundaries of any known or suspected regulated critical areas and buffers (identify usable areas per Chapter 16.12 CTC, if applicable)</li> <li>• Contour lines in areas to be developed at 5' intervals or as specified by the Town Engineer and 10' intervals in areas proposed for no development. All contour lines shall be extended into adjacent property a sufficient distance to show the topographic relationship of adjacent property to the site.</li> <li>• Location, name and width of all existing and proposed street rights-of-way and access easements within and adjacent to the site, the grade of proposed streets, and the pavement location of existing and proposed streets. Road profiles may be required by the Town Engineer.</li> <li>• The location of all existing structures within the proposed subdivision and within twenty-five (25) feet of the proposed subdivision boundary</li> <li>• Areas proposed for dedication for any public purpose</li> <li>• Possible future subdivision lines if any lot is large enough to allow future subdivision (shadow plat)</li> <li>• Location of existing and proposed utilities on or adjacent to the proposed subdivision and the name(s) of utility purveyor(s)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p>Preliminary clearing and grading plan, drawn to scale, showing</p> <ul style="list-style-type: none"> <li>• Proposed existing and final grades</li> <li>• Location of existing trees over six inches measured four feet above grade proposed for retention and proposed for removal</li> <li>• Location of wetlands, if any</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	Narrative statement of proposed improvements to be installed or constructed including roads, utilities, drainage facilities, recreational facilities, and other site improvements

<input type="checkbox"/>	<input type="checkbox"/>	Preliminary drainage plan (three copies) showing existing and proposed drainage and runoff control and treatment for the site and adjacent areas. A technical information report, including a downstream analysis, may be required by the Town Engineer
<input type="checkbox"/>	<input type="checkbox"/>	Mailing labels (name and current mailing address) for each property within 300 feet of the boundaries of the proposed subdivision, as shown in the records of the Island County Auditor, and a mailing label affidavit. If the owner of the real property proposed to be subdivided owns another parcel of real property lying adjacent to the real property proposed to be subdivided, the name and address of all owners within 300 feet of said adjacent property shall be provided as well.
<input type="checkbox"/>	<input type="checkbox"/>	For each lot proposed to serve a use other than a single-family residence, an estimate of the maximum daily demand for each proposed water service connection shall be provided (two copies).
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Appropriateness (design review) application including 11" x 17" short plat map, clearing and grading plan, and photo sheets of site and surroundings (4 copies of complete application packet)
<input type="checkbox"/>	<input type="checkbox"/>	Unless determined exempt, two copies of a signed SEPA checklist. If non-exempt, a second set of mailing labels for property owners within 300 feet shall be provided.
<input type="checkbox"/>	<input type="checkbox"/>	If regulated critical areas are present, critical area information required in Chapter 16.34 CTC shall be provided in the submittal.
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of title not more than 30-days old from a title company authorized to do business in this state.
<input type="checkbox"/>	<input type="checkbox"/>	If the owner is a corporation, provide documentation of signing authority on behalf of the corporation.
<p><b>Note:</b> The items above are the minimum application materials necessary to process a preliminary short plat. Supplemental information may be required by the Town Engineer or Town Planner to adequately review the proposal, including information required to determine environmental impacts.</p>		