



GRANITE FALLS

SHORT PLAT SUBMITTAL CHECKLIST

- Application Fee
- Short Plat Application Form signed by the applicant and owner(s) - original + 3 copies
- Legal Description (original)
- Vicinity Map (original)
- Title Report - 2 copies
- Landscape Plan, if required - 4 copies
- Traffic Study, if required - 4 copies
- Critical Areas Report, if required - 4 copies
- Wetland Mitigation Plan, if required - 4 copies
- Preliminary Drainage Report, if required - 4 copies
- Traffic Mitigation Offers, if required (City/Snohomish County) – original + 3 copies
- Draft of proposed Covenants, if any (original + 3 copies)
- Four (4) copies of plans – 22” X 34” or larger
- One digital copy of plans on USB flash drive or CD in CAD program compatible with AutoCAD or Arc View.
- Adjacent Property Owners Mailing Labels & Map: All property owner names & their mailing addresses within 300 feet (or 500 feet when adjacent to natural resource lands) and a map outlining the adjacent properties.

DRAWING REQUIREMENTS

**Drawing shall be not less than 34" x 22" in size, drawn to a scale of 1" = 50' or larger.
Blueline or blackline prints and photo copies are acceptable.**

- Title block centered at top of drawing that includes the following:
 - Granite Falls;
 - Name of proposed subdivision;
 - File No.; and
 - Section, Township, and Range.
- Sufficient description to define the location and boundaries, including bearing and distance, of the proposed subdivision.
- Name, address, phone number, seal and signature of the registered land surveyor who prepared the map.
- Date map was prepared or revised, north arrow, graphic scale, and legend, if necessary.
- Name, address, phone number, of the engineer.
- Name, address, phone number, of the applicant
- Scaled vicinity map with north arrow, outlining and shading the subject property and showing and labeling all roads within ½ mile of the subject property.
- Site Information:
 - Site address;
 - Legal description;
 - Total site area (acres/square footage);
 - Existing zoning;
 - Proposed number of lots;
 - Proposed number of lots per acre;
 - Water supply/purveyor;
 - Sewage disposal/purveyor;
 - School district; and
 - Fire district.
- Density Calculations:
 - Gross site area (square feet);
 - Net site area (square feet/acres);
 - Net site area (square feet/acres) multiplied by the number of allowable dwelling units/acre equals the maximum number of lots allowed.
- Lot Closure Calculations.

- Lot Dimensions and numbers.
- Minimum building setback lines.
- Any existing property lines within or adjacent to the proposed subdivision within 200 feet.
- Contour lines at 5-foot elevation intervals or less (per GFMC 19.05.050). All contour lines shall be extended into adjacent property a sufficient distance to show the topographical relationship of adjacent property to the proposed subdivision.
- All existing and proposed street rights-of-way or easements within or adjacent to the proposed subdivision information:
 - Location;
 - Name;
 - Width; and
 - Pavement width.
- Location of existing and proposed utilities adjacent to or within the proposed subdivision:
 - Underground power lines,
 - Gas lines
 - Storm water lines
 - Sewer lines, and
 - Water mains.
- Location of all existing structures and private or community wells within the proposed subdivision and within 100 feet of the proposed subdivision.
- Public areas to be owned in common by the lot owners, if any.
- Location of tree-covered areas and location of individual trees or groups of trees over 8 inches in diameter.
- Preliminary grading and reclamation plan.
- Preliminary (conceptual) drainage plan showing existing and proposed drainage facilities for the site and adjacent areas.
- Location of known or suspected
 - Soil or geological hazard areas;
 - Water bodies (rivers, ponds, creeks, and wetlands); and
 - Areas subject to flooding.
- Other information that may be required by the Designated Official in order to properly review the proposed subdivision, including information required to determine the environmental impacts.