

Submittal Checklist for Rural Subdivisions and Short Subdivisions



Snohomish County

Planning and Development Services

I. Project Information

Project Name: _____

Zoning: _____

Comprehensive Plan
Designation: _____

PDS Use Only

Is checklist complete?

- Yes
- No, asked Applicant for missing details
- No, requires other follow up

II. Applicability

This checklist applies to preliminary **rural subdivision** and **short subdivision** applications under Chapters 30.41A or 30.41B SCC. For rural cluster subdivisions or subdivisions in urban growth areas, please see other appropriate checklist(s).

Not sure if this is the correct checklist for your project?

Contact PDS [Ask Permit Tech](#) for help!

III. Electronic Plan Review Standards

All items submitted on MyBuildingPermit.com should meet the requirements in Assistance Bulletins #[111](#) (General Electronic Standards). The following specifies general requirements:

PDS	Applicant	
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Acceptable File Types. Submit all files in a PDF format.

File Naming. Name your documents to match the items in the following sections (e.g. Project Narrative, Public Notice Payment Agreement, etc.).

Site Plan Standards. All site plans must be drawn to scale using a standard scale. Each sheet shall state the scale and untitled viewports must be turned off. See Assistance Bulletin #[112](#) (Standards for Plans).

Plan Orientation. Plans must be drawn in a consistent orientation, generally in “landscape” format in the horizontal position

IV. Required and Optional Documents

Items on this checklist are required to determine a complete application per [SCC 30.70.040](#). Applicants must complete and submit this checklist as part of their application. Planning and Development Services (PDS) will verify completeness before accepting the application for further processing. *If any item is not applicable, please add “NA” within the applicant column and discuss the rationale as necessary within the narrative.*

A. Required Documents. These documents are ***always required*** for complete preliminary (short) subdivision submittals. Any NAs written in this section of the checklist will result in the application not being accepted.

PDS	Applicant	
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Master Permit Application. This form is available at [this link](#).

Project Narrative. See the Project Narrative Checklist on page 6 for requirements, and the project narrative guide on page 10 for tips. A senior permit tech will ensure that the narrative is provided for the submittal to be accepted, and the planner will review the Project Narrative Checklist to ensure all required information is included in the narrative during the review of the proposal.

Preliminary (Short) Subdivision Map. All preliminary (short) subdivision applications must be accompanied by a preliminary (short) subdivision pursuant to Chapter 30.41A or 41B SCC. See preliminary subdivision map checklist on page 7.

Preliminary Land Disturbance Activity Plans.

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Stormwater Pollution Prevention Plan (SWPPP) / Drainage Report. |
| <input type="checkbox"/> | <input type="checkbox"/> | Traffic Pre-Submittal Conference Review Form. Include the signed form provided at the Traffic Pre-Submittal Conference. The form must be signed within last 90 days. If more than 90 days has passed, contact the traffic reviewer for an updated signature. |
| <input type="checkbox"/> | <input type="checkbox"/> | Title Report / Plat Certificate. The full title report shall list all owners and encumbrances on the subject property, and provide copies of all referenced documents. The recorded documents shall be indexed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Submittal Checklist. Fill out this checklist and include it with the rest of your application materials. |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Notice Payment Agreement. The form is available at this link |
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B. Additional Documents. These documents may be required depending on project details.

Traffic Documents. Include all traffic documents identified during the Pre-Submittal Conference as necessary for the project. **Check all that apply.**

PDS Applicant

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Traffic study. |
| <input type="checkbox"/> | <input type="checkbox"/> | Mitigation offers. |
| <input type="checkbox"/> | <input type="checkbox"/> | Other supporting documents. |
| <input type="checkbox"/> | <input type="checkbox"/> | A Transportation Demand Management (TDM) plan showing sidewalk and pedestrian connection or a written cash offer (SCC 30.66B.660(1) & DPW Rule 4228.040). |
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Critical Area Study / Report. Prepared by a qualified specialist to assess any streams, wetlands, or shorelines on-site or within 300 feet of the site. Must meet requirements of SCC 30.62A.130 and .140. **Pick one option.**

PDS Applicant

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Not applicable. No critical areas present. |
| <input type="checkbox"/> | <input type="checkbox"/> | Critical Areas and buffers already have protection in a recorded Critical Area Site Plan (CASP), Native Growth Protection Area (NGPA), or similar document. All proposed development is consistent with previously recorded protection. Provide copies of the recorded documents in lieu of a critical area study. |

A Critical Area Study is required and is included in the submittal package.

Habitat Management Plan (HMP). When development activities occur on a site containing a primary association with a critical species, an HMP is required in addition to the Critical Area Study (SCC 30.62A part 400). **Pick one option.**

PDS Applicant

Not applicable. No critical species are present.

The HMP is included as part of the Critical Areas Study.

The submittal includes an HMP as a stand-alone document.

Geotechnical / Geological Report. Prepared by a qualified engineer or geologist to assess any development activity or action requiring a permit within a geologic hazard area (erosion hazard area, landslide hazard area or geologic fault). This may also be to address engineering issues related to constructed features. **Check all that apply.**

PDS Applicant

Not applicable. No geologic hazards are present, and/or no constructed feature requires additional engineering.

A geotechnical engineering report addressing geologic hazards is provided.

A geotechnical engineering report addressing retaining walls, soil conditions related to vaults, or other constructed features is provided.

Hydrogeological Report. See SCC 30.62C.140 for requirements. This may also be to address engineering issues related to constructed features. **Pick one option.**

PDS Applicant

Not applicable.

A hydrogeological report is provided.

Deviation Request. If requesting deviations from Snohomish County’s Engineering Design and Development Standards (EDDS), include a completed [EDDS Deviation Request form](#). **Pick one option.**

PDS Applicant

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Does not apply to this project. |
| <input type="checkbox"/> | <input type="checkbox"/> | A Deviation request is included. |
| <input type="checkbox"/> | <input type="checkbox"/> | An early EDDS deviation request was submitted, approved, and is attached as a Supporting Document. |
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PDS Applicant

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Landscape Modification Letter. Applicants can request landscape modifications per SCC 30.25.040. |
| <input type="checkbox"/> | <input type="checkbox"/> | SEPA Environmental Checklist. Preliminary subdivisions require a SEPA checklist. If your project is a preliminary short subdivision, see SCC 30.61.035 and WAC 197-11-800 for possible exemptions. If you need a checklist, the form is available at this link . |
| <input type="checkbox"/> | <input type="checkbox"/> | Signing Authority. If the vested owner is a corporation, provide documentation of signing authority on behalf of the corporation. |
| <input type="checkbox"/> | <input type="checkbox"/> | Plat Name Reservation. Required for preliminary subdivisions (not required for short subdivisions). |
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C. Optional Documents. These documents are not required for a complete submittal, although they are required for eventual approvals. Providing them at submittal may expedite the overall review and approval process.

PDS Applicant

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Water Availability Certificates |
| <input type="checkbox"/> | <input type="checkbox"/> | School District Comments |
| <input type="checkbox"/> | <input type="checkbox"/> | Supporting Documents |

V. Project Narrative Checklist

This section provides a checklist for items that must be in a preliminary (short) subdivision project narrative. In general, the narrative is a written description of the elements of a proposal. The narrative does not need to be written in the order of the checklist items. The content of the narrative **will not be verified at submittal**, but all applicable items are requested to be included. See Appendix A: Project Narrative Guide on page 10 for an example narrative.

A. Basic proposal information.

Applicant

- State whether the proposal is a subdivision, short subdivision.
- List residential housing type(s) proposed (e.g. single-family or duplex)
- State the number of proposed lots, tracts, and dwelling units.
- State the existing zoning, and proposed zoning if a rezone is concurrently requested.
- State the comprehensive plan designation of the site.
- Describe any unique elements, such as if setbacks are proposed to be reduced, existing building on-site are proposed to remain, or if there are limitations on height based on, for instance, the property's location within the Airport Compatibility Area.
- Describe any special circumstances or known exemptions that may impact the permit process.
- State if the applicant is requesting concurrent review of permits such as a rezone or variance. Please note that if a rezone is requested, the narrative must also discuss compliance with each of the decision criteria of SCC 30.42A.100, and the change in circumstance.
- Describe the water source. If proposing permit-exempt wells, please see the County's [webpage](#) for information about potable water requirements.
- Describe if any timber will be harvested and an estimate of board feet of merchantable timber. If more than 5,000 board feet will be harvested on a subject property that is more than 2 acres in total size, a forest practices (FPA) permit and a SEPA determination will likely be required for the proposal.
- Provide a list of documents/reports included in the submittal.

B. Access and Road Network (Chapter 30.24 SCC).

Applicant

Describe the proposed or existing internal road network elements that will provide access to each dwelling unit, as well as pedestrian facilities if applicable.

VI. Preliminary Subdivision or Short Subdivision Map Checklist

This section provides a checklist for items that must be on a preliminary subdivision or short subdivision map. The preliminary (short) subdivision map can be one sheet if all required information is legible, or multiple sheets with clear titles. Textual information listed below can primarily be provided within a text box or table, while graphical information should be displayed within the map of the proposed development.

Preliminary (Short) Subdivision Map. All sheets must be prepared by, and bear the seal and signature of a registered professional land surveyor.

A. Textual Information.

PDS Applicant

Project name and project file number (or placeholder for one when assigned).

Sheet title such as "Preliminary Subdivision Map."

Section, Township, and Range.

Tax Account number(s) of the subject property.

Site address (if assigned).

Legal description(s) of the subject tax parcel(s).

Engineering scale.

North Arrow.

Date of preparation.

Name, address, email, and phone number of the applicant, contact person, property owner(s), and plan preparers.

Name of water supplier and sewage disposal purveyor(s), if applicable.

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Fire District. |
| <input type="checkbox"/> | <input type="checkbox"/> | School District. |
| <input type="checkbox"/> | <input type="checkbox"/> | Zoning (existing and proposed if applying for a rezone). |
| <input type="checkbox"/> | <input type="checkbox"/> | Proposed land use including if duplexes are proposed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Gross square footage and acreage of the subject property, proposed number of lots, and average lot size. |
| <input type="checkbox"/> | <input type="checkbox"/> | If utilizing the provisions of lot size averaging pursuant to SCC 30.23.210, provide the lot size averaging calculation and minimum lot size. |

B. Graphical Information to be shown on the map.

PDS Applicant

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | The boundary lines and dimensions of the external boundaries. |
| <input type="checkbox"/> | <input type="checkbox"/> | The proposed boundary lines and dimension for each proposed lot and tract. |
| <input type="checkbox"/> | <input type="checkbox"/> | Consecutive numbering for all lots, separate from consecutively numbered tracts. |
| <input type="checkbox"/> | <input type="checkbox"/> | The development status of contiguous land, including identification of any adjacent subdivisions and short subdivisions. |
| <input type="checkbox"/> | <input type="checkbox"/> | A vicinity map. |
| <input type="checkbox"/> | <input type="checkbox"/> | The location, or notation, of the nearest fire hydrant, if applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing contour lines with intervals sufficient to show drainage, slopes, and road grades in the (short) subdivision and within 50 feet of the external boundary lines. The contour intervals shall be two or five feet. All contours shall be referenced. |
| <input type="checkbox"/> | <input type="checkbox"/> | The names, locations, and widths of all existing streets, road rights-of-way, easements, other public ways, railroad rights-of-way, and utilities on-site and within 50 feet of the external lot lines with right-of-way centerlines. |
| <input type="checkbox"/> | <input type="checkbox"/> | The layout and widths of all proposed roads, rights-of-way, and easement lines within the (short) subdivision. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and width of proposed and/or existing pedestrian facilities, as applicable. |

- All critical areas on-site or within 300 feet of the site, geologically hazardous areas on or within 200 feet, any base flood elevation data, when located in whole or in part within a flood hazard area, and any aquifer recharge areas on the property. Applicable buffers should be in critical area protection areas (CAPA).
- Any zoning boundary lines on or near the subject property.
- A centerline profile of all proposed public and private road(s) and/or shared driveways. This could be provided separately on the stormwater site plan.

VII. Checklist Authority

The Director of Snohomish County Planning and Development Services is authorized under SCC [30.70.030](#) to establish and revise permit application submittal requirements. These requirements are established as shown above and shall be on file with the Department. Due to site-specific or project-specific circumstances, the Director or their designee may waive individual requirements on a case-by-case basis.

IX. Filing Fees

PDS will calculate fees due after receiving your application. Payment of fees is part of filing a complete project application.

Appendix A: Project Narrative Guide

Project narratives help PDS understand the proposal. Narratives include key facts and describe choices made by the Applicant when there is more than one way to comply with requirements. It is also a chance for an applicant to explain special circumstances.

Example Project Narrative.

Basic Project Information: Creekside Haven is a proposed two-lot preliminary short subdivision of an 11.1 acres (483,516 square feet) subject property in the R-5 zone (parcel 01234567890100). The comprehensive plan designation of the site and surrounding properties is Rural Residential Basic. The existing house, septic system, and all associated residential buildings will be removed in preparation for two new single family homes. Timber harvesting during the land disturbing activity stage will include less than 5,000 board feet of timber. Water for Lot 1 will be from the exiting well. Lot 2 will dig a new well at the time of building permit. The subject property is within Water Resource Inventory Area (WRIA) 5, and the proposal will comply with the water usage limits established in the in-stream flow rule (WAC 173-505-090).

Lot 1 will be 5 acres in total size, while Lot 2 will be 6.1 acres. Both lots will take direct access off of the public right-of-way of Winding Road via private driveways. Frontage improvements will include shoulder paving of an irregular width to bring the shoulder width to the standard 7-foot requirement. Some existing vegetation will also be removed to meet sight distance requirements.

The eastern property line is an existing stream. We are submitting a critical area study. The stream and wetland buffers will be protected in CAPA easements and a split rail fence, as displayed on the preliminary short subdivision map.

Submitted with this application: [List of documents provided]