



**PRELIMINARY SUBDIVISION APPLICATION
SVMC 20.30**

10210 E Sprague Avenue ♦ Spokane Valley WA 99206
Phone: (509) 720-5240 ♦ Fax: (509) 720-5075 ♦ permitcenter@spokanevalley.org

PART I – REQUIRED MATERIAL

****THE PLANNING DIVISION WILL NOT ACCEPT YOUR APPLICATION IF THE REQUIRED MATERIALS ARE NOT PROVIDED****

- Pre-application Meeting Request** *(include copy of staff worksheet from meeting)*
- Completed Application Form**
- Application Fee**
- Notice of Application Packet (17.80.110) –Adjacent Property**
- Plat Certificate**
 - One (1) plat certificate dated within thirty (30) days of the application filing date confirming that the title of the lands as described and shown on the short plat, subdivision, or BSP is in the name of the ownerssigning.
- Preliminary Plans**
 - Submit five (5) copies of the preliminary short plat, plat or binding site plan which shall be prepared under the supervision of a professional land surveyor, licensed in the State of Washington (SVMC 20.20.080), 18 x 24 inches in size for short plats; 24 x 36 inches in size for plats and binding site plans and one (1) reduced copy (8 ½ x 11) at a scale of one inch equals 50 feet or one inch equals 100 feet (if approved by the department, an alternative appropriate scale may be used) with the following:
 1. Name, address and telephone number of the owner of the subject property and the person with whom official contact should be made regarding the short plat, plat, or binding site plan.
 2. Title of the proposed division.
 3. Location of subject property by quarter-quarter(s) of the section, township and range.
 4. Legal description of the subject property with the source of the legal description clearly indicated.
 5. A vicinity map at a scale of not more than four hundred feet (400') to the inch. Except that the Community Development Director may approve an alternative scale if requested. The vicinity map shall show all adjacent parcels. It shall show how the streets and alleys in the proposed subdivision connect with existing and proposed streets and alleys in neighboring subdivisions or unplatted property.
 6. North arrow, scale and boundary of the proposed short plat, plat, or binding site plan and the date map is prepared.
 7. Boundaries of all blocks, lot numbers, lot lines along with their dimensions and areas in square feet.
 8. Location and identification of existing utilities.
 9. Location, names and widths of all existing and proposed streets, roads and access easements within the proposed short subdivision, subdivision, or binding site plan and within 100 feet thereof, or the nearest City street if there is no City street within 100 feet of the subject property.
 10. All easements, including border easements, or tracts proposed to be dedicated for any public purpose or for the common use of the property owners of the short plat, plat or binding

11. All existing easements that affect the subject property.
 12. Location of any natural features such as wooded areas, streams, drainage ways, special flood hazard areas identified on the Flood Insurance Rate Map, or critical areas as defined in SVMC Title 21.
 13. Location of existing buildings, septic tanks, drain fields, wells or other improvements, and a note indicating if they will remain or be removed.
 14. Whether adjacent property is platted or un-platted. If platted, give the name of the subdivision. If the proposed short subdivision, subdivision or binding site plan is the subdivision of a portion of an existing plat, the approximate lines of the existing plat are to be shown and a copy of the existing plat, along with the recording numbers of any recorded covenants and easements.
 15. Topographic information at five-foot maximum contour intervals, or at two-foot intervals where overall site topography is too flat to be depicted by five-foot intervals. Delineate areas with any slopes that are greater than thirty (30) percent.
 16. "Site data table" showing number of proposed lots, existing zoning, water supplier, and method of sewerage.
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- Written Narrative** – A written narrative describing the proposal including, but not limited to, the number of proposed lots, nature of surrounding properties, proposed access, zoning, utility providers, method of sewerage, and timing of phasing of the development (if any). The narrative shall also address compliance to applicable sections of the development code and other applicable regulations.
 - SEPA Environmental Checklist for Preliminary Subdivisions and Binding Site Plans** – An environmental checklist will be required for a preliminary short plat if the construction of improvements will involve more than 500 cubic yards of grading, excavation or fill, or if critical areas exist on site. *(Note: Any previous environmental documents that are relevant to this project should be included and maybe adopted by reference.)*
 - Certificate of Sewer Availability** (To be completed by Sewer Department)
 - Certificate of Water Availability** (To be completed by Water Purveyor and Fire Department)
 - Applicant Advisory Statements (Water and Sewer)** – If forms are not attached to packet or to verify you have the correct form, contact the Planning Counter at (509) 720-5310. The following advisory forms shall be read and signed in acknowledgement that the City of Spokane Valley does not provide sewer or water.
 1. Sewer Concurrency Advisory Statement
 2. Water Concurrency Advisory Statement
 - Other Related Applications or Permits, if Applicable:**



STAFF USE ONLY

Date Submitted: _____	Received by: _____	Fee: _____
PLUS #: _____	File #: _____	

PART II – APPLICATION INFORMATION

- SHORT SUBDIVISION
 SUBDIVISION
 BINDING SITE PLAN

APPLICANT NAME:			
MAILING ADDRESS:			
CITY:		STATE:	ZIP:
PHONE:	FAX:	CELL:	EMAIL:

PROPERTY OWNER :			
MAILING ADDRESS:			
CITY:		STATE:	ZIP:
PHONE:	FAX:	CELL:	EMAIL:

SITE ADDRESS:	PARCEL NO.:
SIZE OF SUBJECT PROPERTY (SQUARE FEET):	
COMPREHENSIVE PLAN DESIGNATION:	
ZONING DESIGNATION:	
PREVIOUS LAND USE ACTIONS INVOLVING SITE:	
PARCEL # OF ADJACENT LAND OWNED OR CONTROLLED BY OWNER:	
SIZE OF ADJACENT LAND OWNED OR CONTROLLED BY OWNER:	

BRIEF PROPERTY DESCRIPTION (E.G. FLAT, ROLLING, VACANT, STRUCTURES, SEPTIC, WELL)



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PROPOSED USE OF PROPERTY:

- SINGLE FAMILY DWELLINGS DUPLEXES MULTI-FAMILY DWELLINGS MIXED USE
- BUSINESS INDUSTRIAL MANUFACTURED HOMES OTHER – DESCRIBE: _____

PROPOSED NUMBER OF LOTS:

NAME OF PUBLIC ROADS PROVIDING ACCESS:

HAVE YOU PROVIDED ACCESS TO ADJACENT PROPERTY THAT IS “LAND LOCKED” WITHOUT ACCESS TO PUBLIC ROAD? YES NO **IF NO, EXPLAIN:** _____

PROPOSED SOURCE OF WATER:

- INDIVIDUAL WELLS PUBLIC SYSTEM PRIVATE COMMUNITY SYSTEM
- OTHER – DESCRIBE: _____

PROPOSED MEANS OF SEWAGE DISPOSAL:

- PUBLIC SEWER COMMUNITY SYSTEM SEPTIC TANK AND DRAINFIELD
- OTHER – DESCRIBE: _____

UTILITY COMPANIES AND DISTRICTS TO PROVIDE SERVICE TO THIS PROPOSAL (PLEASE NAME):

ELECTRICITY: _____ **GAS:** _____ **WATER:** _____

PHONE: _____ **CABLE:** _____ **FIRE DISTRICT:** _____ **SCHOOL:** _____

OTHER: _____

IS THE PROPOSAL SITE ADJACENT TO, OR DOES IT INCLUDE, A BODY OF WATER (E.G., EXPOSED STANDING WATER, POND, YEAR ROUND STREAM, RIVER OR LAKE)? YES NO

IF YES, LIST: _____

DOES THE SITE HAVE FLOODPLAINS? YES NO

IF YES, IDENTIFY THE COMMUNITY PANEL NO. & FLOOD ZONE NO.: _____

DOES THE SITE HAVE ANY WETLANDS (OPEN WATER, MARSH AREAS, WATER SATURATED SOILS OR WETLAND PLANTS SUCH AS “CAT TAILS”)? YES NO

IF YES, HOW CLOSE TO THE BOUNDARY OF THE WETLAND IS DEVELOPMENT PROPOSED TO OCCUR?



DOES THE SITE HAVE CRITICAL AREAS (SUCH AS SLOPES OVER 30%, UNSTABLE SOIL OR ROCKS PRONE TO LANDSLIDES, SEVERE EROSION, FLOODING OR OTHERS? IF YES, IDENTIFY

DO YOU HAVE ANY PLANS FOR FUTURE ADDITIONS, EXPANSIONS OR FURTHER ACTIVITY RELATED TO THIS PROPOSAL? YES NO IF YES, EXPLAIN:

PART III – CERTIFICATION BY SPOKANE REGIONAL HEALTH DISTRICT

SPOKANE REGIONAL HEALTH DISTRICT
RCW 36.70 B requires early coordination and information

A. PRELIMINARY DISCUSSION HAS TAKEN PLACE, A COMPLETE APPLICATION MUST INCLUDE: _____

B. SEE ATTACHED LETTER DATED: _____

After a preliminary review of the proposal, I have advised the applicant of some of the Spokane Regional Health requirements. A complete and detailed review will be provided after the application is submitted, which will result in a complete list of requirements and conditions regarding Health provisions for the proposal.

Signature

Title

Date

