



# DIVISION OF LAND

Page 1 of 7

Staff Use Only

Label

Date Stamp/Staff Initials

## 1. Application Submittal Checklist - All items listed are required at the time of application. Incomplete applications will not be accepted.

Required documents must be submitted as paper documents **AND** PDF files on a flash drive.

- ☐ Master Application
- ☐ Application Fee. Refer to the current fee schedule. *Additional fees may occur if the base hours/fees are exhausted.*
- ☐ Preliminary Map. Refer to the subdivision types listed below for required number of map copies. See page 5 for preliminary map requirements.
- ☐ Project Narrative- The narrative should include what is existing and proposed on the subject parcel. Be specific regarding parcel size, existing use, proposed use, types of residential uses and activities to occur on-site.
- ☐ Written estimate of trips to and from the site daily for the proposed use.
- ☐ Description of proposed grading, including a written estimate of both cut and fill quantities in cubic yards and a map showing the location of cut and fill areas
- ☐ Environmental Checklist (SEPA), if applicable
- ☐ Critical Area Determination, if applicable
- ☐ Forest Practice Application, if applicable
- ☐ Special Reports if applicable. These may include wetland delineation, geotechnical report, mitigation plan, or others.
- ☐ For multi-family developments (more than two dwelling units on a single parcel), the following additional formation is required:
  - Program for development, including estimated phasing or timing of development, and estimated build-out data for each year during the construction period,
  - Provisions to assure permanence and maintenance of common open space through homeowner's association formation, condominium development or other means acceptable,
  - Dwelling unit breakdown by type and size

## 2. Project Description (Attach separate sheet if necessary):



# DIVISION OF LAND

Page 2 of 7

## 3. Project Type:

☐ Preliminary Plat - Provide six (6) folded full size preliminary maps and one (1) 11" x 17" reduced copy. See page 4 for preliminary map requirements.

Proposed Name of Plat \_\_\_\_\_

(Note: Proposed name of the subdivision shall not duplicate nor resemble the name of another subdivision in Thurston County)

☐ Planned Residential Development/ Planned Unit Development

☐ Planned Community/Master Planned Development

☐ Extension of Time

☐ Amendment Hearing Examiner Decision (prior to recording)

☐ Alteration (after recording)

☐ Large Lot Subdivision – Provide five (5) folded full size maps and one (1) 11" x 17" reduced copy of the preliminary map. If not prepared by a surveyor, full size maps are not required. See page 4 for preliminary map requirements.

☐ Extension of Time

☐ Amendment of Administrative Action (prior to recording)

☐ Alteration (after recording)

☐ Short Plat Subdivision- Provide five (5) folded full size maps and one (1) 11" x 17" reduced copy of the preliminary map. If not prepared by a surveyor, full size maps are not required. See page 4 for preliminary map requirements

☐ Extension of Administrative Decision

☐ Amendment of Administrative Action (prior to recording)

☐ Alteration (after recording)

## 4. Project Information:

Number of Lots:

Total Dwelling Units:

Single-Family Units:

Duplex Units:

Townhomes Units:

Multifamily Units:

Commercial Units:

Industrial Units

Total Acreage of Site:

Acreage Open Space:

Acreage Commercial Space:

Acreage in Critical Areas:

Smallest Lot Area:

Average Lot Area:

Total Length of Public Streets:

Total Length of Private Streets:

Density calculation used: \_\_\_\_\_



# DIVISION OF LAND

Page 3 of 7

**5. Access:** ☐ Existing ☐ New ☐ Private Road ☐ Public Road

Name of road or street from which access is or will be gained: \_\_\_\_\_

If property being divided is accessed by a private road, how many other parcels have access by this road?

(Include vacant parcels) \_\_\_\_\_

## 6. Utilities

### Water Supply:

Existing: ☐ Single Family Well ☐ Two party Well ☐ Group B Well ☐ Group A Well

Name of public water system: \_\_\_\_\_

Proposed: ☐ Single Family Well ☐ Two Party Well ☐ Group B Well ☐ Group A Well

Name of public water system: \_\_\_\_\_

Is water system located/proposed onsite? ☐ Yes ☐ No

If no, tax parcel number of property the water system is or will be located: \_\_\_\_\_

If off-site utilities are proposed, a letter must be provided from the utility purveyor indicating under what conditions they are willing to serve the proposal.

Are there any off-site water supplies within 200 feet of the property? ☐ Yes ☐ No

The methods used to obtain this information must be documented, which may include communications with adjacent property owners and field verification. How was this information verified?

### Sewage Disposal:

Existing: ☐ Individual Septic System ☐ Community Septic System  
☐ Public Utility Name of Public Utility \_\_\_\_\_

Proposed: ☐ Individual Septic Systems ☐ Community Septic System  
☐ Public Utility Name of Public Utility \_\_\_\_\_

Are the test pits dug and clearly staked on each lot? Yes No If No, please explain:

Is sewage system located/proposed onsite? Yes No

If no, Tax parcel number of property the system is located or will be located: \_\_\_\_\_



## DIVISION OF LAND

Page 4 of 7

### 7. Critical Areas on or within 300' of the property

- ☐ None
- ☐ Shoreline
- ☐ Stream / Creek
- ☐ River
- ☐ Lake/Pond
- ☐ Name of water body: \_\_\_\_\_
- ☐ Wetland
- ☐ Ditch
- ☐ High Ground Water
- ☐ Important Habitat / Species
- ☐ Oak trees
- ☐ Mima Mounds
- ☐ Slopes greater than 40%
- ☐ Flood zones Has the property ever flooded? ☐ No ☐ Do not know ☐ Yes, when? \_\_\_\_\_  
(Include area on site plan)
- ☐ Other: (e.g. eagle's nest, etc.) :

Is there any agricultural activity occurring on the property? ☐ Yes ☐ No

If yes, what type of agricultural activity?

How long has the agricultural activity been ongoing?



# DIVISION OF LAND

Page 5 of 7

## 8. Preliminary Map Requirements

- Maps shall be legible and drawn to a standard engineer scale.
- Example scales include 1" = 30' or 1" = 100'
- All applicable items noted below shall be addressed on the preliminary map.
- Base flood elevation data and other critical areas and associated buffers shall be identified on the preliminary map by a licensed engineer or surveyor.

Applicant	Preliminary Map Checklist	Staff
	a. The layout of proposed lots and blocks, the dimensions of each, and the number assigned to each lot.	
	b. The type, location and height of all existing structures, including, but not limited to, buildings, fences, culverts, bridges, and storage tanks.	
	c. The boundaries, including dimensions, of the property proposed to be developed	
	d. All proposed and existing building setback lines sufficiently accurate to ensure compliance with setback requirements.	
	e. The location of all existing and proposed public and on-site utility structures and lines, including existing and proposed on-site septic system components, sewer lines, water lines, wells and springs	
	f. All existing and proposed easements	
	g. The location of all existing off-site water supplies within 200 feet of the project site with their associated sanitary control radii (100' for wells & 200' for springs). If the applicant is denied information by adjacent property owners regarding their water supply, the applicant shall document their efforts and submit the information along with the project application. If the applicant questions the accuracy of water supply information gathered from adjacent property owners, the applicant shall raise those questions in their project application for follow-up investigation by the county.	
	h. The location of any area protected by covenant on the project site for water supply sources.	
	i. Existing location, flow direction and name of drainage/surface water on-site and the extent of the one-hundred-year floodplain based upon the Thurston County Flood Insurance Rate Maps (FIRMs). Watercourses and drainage ways shall be located within an easement which grants to Thurston County the right to enter such properties for the purpose of flood control or maintenance.	
	j. Topographic information showing two-foot contours for the entire subject parcels or parcels and a minimum of fifty feet into adjacent parcels, based on available county information. The topographic information may be generalized to the smallest, even-numbered, contour interval that is legible in areas of steep slopes where two-foot contour lines would otherwise be illegible to read	
	k. General type and location of all existing vegetation proposed to remain on-site and proposed to be removed from the site	



# DIVISION OF LAND

Applicant	Preliminary Map Checklist	Staff
	l. Setback distance measurements from all property lines (or road access easements) to all existing and proposed buildings. For mobile/manufactured home parks, show the location and size of all mobile/manufactured home pads with dimensions of each yard and all proposed lighting.	
	m. Location of any existing critical areas or buffers affecting the site, both on-site and on adjacent properties, including, but not limited to, shorelines, wetlands, streams, steep slopes and special habitats. Off-site information obtained from available county mapping is sufficient	
	n. If the subdivision constitutes a replat, the lots, blocks and streets, of the original subdivision shall be shown with dotted lines in their proper positions in relation to the new arrangement of the subdivision; the new subdivision being clearly shown in solid lines so as to avoid ambiguity.	
	o. A north arrow, map scale, datum, date, site address and directions to the site	
	p. Vicinity sketch, at a scale of not less than three inches to the mile, indicating the boundary lines and names of adjacent developments, streets and boundary lines of adjacent parcels, and the relationship of the proposed development to major roads and highways, schools, parks, shopping centers and similar facilities. This sketch may be placed on the preliminary map/site plan or on a separate sheet.	
	q. Where new or altered on-site septic systems are proposed, soil test pits shall be dug on each lot in the proposed location of the on-site septic system as described in Article IV, Section 10.3. The soil test pit locations shall be shown on the site plan and clearly staked and labeled on the site, with the route properly flagged. In some instances, the applicant may be required to retain the services of an on-site septic system designer or professional engineer to conduct further analysis of soil and site conditions.	
<b>In addition to the information requested above, the following must be addressed for Preliminary Plat proposals only.</b>		
	r. The boundaries of all areas, if any, to be preserved as buffers or to be dedicated to a public, private or community use or for open space under the provisions of this title.	
	s. The location, width, name and approximate grade and radii or curves of streets. The relationship of streets to any projected streets as shown on any comprehensive plan or street plan that has been adopted in order to assure adequate traffic circulation.	
	t. Approximate centerline grades, elevations, cuts and fills, including individual lot driveways that will require excessive cuts and fills, with extensions of these items for a reasonable distance beyond the limits of the proposed subdivision showing the finished grade of streets and the nature and extent of street construction.	

# DIVISION OF LAND

Page 7 of 7

Applicant	Preliminary Map Checklist	Staff
	u. Type and location of proposed stormwater drainage facilities.	
	v. All means, existing and proposed, of vehicular and pedestrian ingress and egress to and from the site, including disabled parking and access provision, and the size and location of sidewalks (within urban areas), driveways, streets, internal circulation roads, and fire access roads, including existing and proposed road names, width and location, and existing easements and county and state rights-of-way. The location, width and names of all existing and proposed easements and rights-of-way adjacent to the project site shall also be provided.	
	w. Existing adjacent/neighbor accesses to public road	
	x. All existing vegetation proposed to remain onsite and all proposed landscaping, including location and type.	
	y. For preliminary plats only, proposed name of the subdivision. This name shall not duplicate nor resemble the name of another subdivision in Thurston County and shall be approved by the department	
	z. The number of square feet covered by each existing and proposed building, total square feet in graveled, paved or covered surfaces, whether covered by buildings, driveways, parking lots or any other structure, and the total number of square feet in the entire subject parcel or parcels.	
	aa. Provide the density calculations used in deriving the total number of dwelling units proposed for the project.	

The project site must be identified in the field by posting an identification sign visible from the access road. The sign and flagging are provided by Thurston County to the applicant at the time of application.

Additional information may be necessary to make a determination. This could include full delineation and analysis of critical areas by a qualified professional at the applicant's expense.