



SUBDIVISION APPLICATION

☐ Boundary Line Adjustment ☐ Short Plat ☐ Preliminary Plat ☐ Final Plat

Unit Lot Subdivision: ☐ (4 or less units) ☐ (5 or more) ☐ Binding Site Plan

Project Name: _____

Project Address: _____ Parcel Number(s): _____

Description of Project: _____

Land Use Designation: _____ Zoning District: _____ Critical areas on or within 150: ☐ Yes ☐ No

**Applicant/
Property Owner #1**

Representative
(if different): _____

Address: _____

Phone: _____ Email: _____
Please send invoices to: _____

Address: _____ Email: _____

Property Owner #2
(if applicable): _____

Address: _____

Phone: _____ Email: _____

Agency: _____
Registered Surveyor: _____
Contact
(if different): _____

Phone: _____ Email: _____

Registration #: _____ Expiration: _____

SUBMITTAL CHECKLIST

For all applications

- | | |
|--|--|
| ☐ Application | ☐ Title Report/Plat certificate (<i>updated within 60 days</i>) |
| ☐ Pre-application summary letter (<i>if applicable</i>) | ☐ Proof of Ownership |
| ☐ Prior Decisions (<i>if applicable</i>) | ☐ Existing Covenants |
| ☐ Proposed Subdivision/Site Plan | ☐ Site Critical Area Maps and Delineation Reports |
| ☐ Completed survey by a registered land surveyor | |

Short plats and , ULS less than 4 – All of the above plus the following:

- | | |
|--|--|
| ☐ Proposed Stormwater Plan | ☐ Proof of submission to Pierce County Office of the Assessor-Treasurer for Preliminary Review. |
| ☐ Certificate of Power Availability | ☐ Noticing Stamps – contact city to determine postage required. |
| ☐ Certificate of Water Availability | |
| ☐ Proof of Sewer Review Submission | |

major plats and ULS of over 5 lots – All of the above plus the following:

- | | |
|--|--|
| ☐ Environmental Checklist | ☐ Proposed Landscaping Plan |
| ☐ Traffic Impact Assessment | ☐ Photometric Plan |

For final plats, ULS and Boundary Line Adjustments:

- | | |
|--|--|
| ☐ Application | ☐ Proof of submission to Pierce County Office of the Assessor-Treasurer for Preliminary Review. |
| ☐ Final Site plan or plat | ☐ Installation and Maintenance Agreements with Sureties (if applicable) |
| ☐ Lot Closure Calculations (Existing & proposed lots) | ☐ Proposed Maintenance Covenants (if applicable) |
| ☐ Prior Decisions (if applicable) | ☐ Recorded documents for any required covenant, deed, dedication, and/or easements. |
| ☐ Final approval of civil permit (if applicable) | |
| ☐ Documentation that conditions of approval are met | |

- See MMC Title 16 for additional code requirements
- See Adopted Fee Schedule for permit fees

Digital Submission Preferred: Send Application to permits@CityofMilton.net. Once received we will send you the link and instructions to upload submittals. Other items may be requested.

CERTIFICATION

I, the undersigned, hereby state that I am the applicant listed above, and certify that all information contained above and in exhibits attached hereto is true and correct to the best of my knowledge and belief and is submitted for consideration by the City of Milton, pursuant to the provision of the Milton Municipal Code. It is understood that the processing of this application may require additional supporting evidence, data or statements.

I, the undersigned, hereby certify that this application has been made with the consent of the lawful property owner(s) and that all information submitted on or with this application is complete and correct. I understand that false statements, errors, and/or omissions may be sufficient cause for denial of any related applications. I acknowledge that if the City needs to obtain the services of an expert third party to review any technical information regarding my proposal, that I shall be responsible for any financial costs of said third party review.

Signature of Applicant: _____ Date _____

Signature of Owner(*or authorized agent*): _____ Date: _____

Proposed Site Plan Requirements

- Project name, plan date, and/or revision date(s).
- Name, phone number, and license stamp of preparer.
- North arrow and bar scale.
- All property boundary lines and dimensions within 150 feet of subject site (on both sides of street).
- Footprint of existing and proposed structures (example: house, barn, shop, shed, etc.) including dimensions from property lines. Label each structure and include gross area.
- Easements or Rights-of-Way.
- Location of all existing and proposed utilities.
- Streams, ponds, wetlands, natural drainage courses, and other surface water features on or within 200 feet of site per MMC Chapter 18.16, "Critical Areas".
- Arrows showing direction of slope(s). Assume an elevation of 100 feet at one lot corner and indicate the other lot corner elevations to it.
- Areas to be cleared, graded, excavated, or otherwise disturbed.

Proposed Stormwater Plan Requirements

- Project name, plan date, and/or revision date(s).
- Name, phone number, and license stamp of preparer.
- North arrow and bar scale.
- Preliminary storm drainage system in accordance with the 2019 Department of Ecology Stormwater Management Manual for Western Washington .
- Total existing and proposed impervious surface area.

Proposed Landscape Plan Requirements

- Project name, plan date, and/or revision date(s).
- Name, phone number, and license stamp of preparer.
- Irrigation plan prepared by a registered landscape architect or irrigation.
- North arrow and bar scale.
- Specific location, type, size, and number of trees to remain and to be removed.
- Identify replacement ratio and placement for removal of significant trees
- Plant schedule with the scientific name, common name, size, spacing, and quantity of each.
- Natural or manmade water features or bodies.
- Existing or proposed fences and retaining walls.
- Critical lands and associated buffers, and designated recreational open space areas.
- Specific location, square footage calculations, and total square footage of each parking lot landscape island
- Screening of outdoor facilities such as: trash/recycling enclosures, outdoor storage, drive through facilities, stormwater facilities, and ground based mechanical equipment.
- Specific location of street trees in the right-of-way.
- Identify the three low impact elements required per MMC 17.44.110(F) and (J).

Proposed Lighting Plan Requirements

- Property lines of all properties within 150 feet of subject property.
- Location and label specification of all exterior luminaires light fixtures.
- Lumen values, mounting heights, shielding, and directionality.

CITY ENGINEER EXAMINED AND APPROVED THIS _____ DAY OF _____, 20_____ _____ AUTHORIZED SIGNATURE _____ DATE	
COMMUNITY DEVELOPMENT _____ AUTHORIZED SIGNATURE _____ DATE SENSITIVE AREA YES () NO ()	
FIRE DEPARTMENT SEE NOTES THIS SHEET IF APPLICABLE _____ AUTHORIZED SIGNATURE _____ DATE	
PUBLIC WORKS DEPARTMENT SEE NOTES THIS SHEET IF APPLICABLE _____ AUTHORIZED SIGNATURE _____ DATE	
PIERCE COUNTY PLANNING AND PUBLIC WORKS - SEWER DIVISON SEE NOTES THIS SHEET IF APPLICABLE _____ WASTEWATER UTILITY MANAGER _____ DATE	
COUNTY ASSESSOR TREASURER I HEREBY CERTIFY THAT ALL STATE AND COUNTY TAXES HERETOFORE LEVIED AGAINST THE SHORT PLATTED PROPERTY DESCRIBED HEREON, ON MY OFFICE, HAVE BEEN FULLY PAID AND DISCHARGED. _____ AUTHORIZED SIGNATURE _____ DATE	
RECORDING NO. _____ RECORDING CERTIFICATE FILED FOR RECORD THIS _____ DAY OF _____ 20_____, AT _____ M IN BOOK _____ OF _____ AT PAGE _____ AT THE REQUEST OF _____ _____ MANAGER _____ SUP OF RECORDS	