



City of Bothell

DEVELOPMENT SERVICES

BUILDING • COMMUNITY RISK REDUCTION • ENGINEERING • PLANNING • PERMIT SERVICES • TRANSPORTATION

PRELIMINARY PLAT & GENERAL BINDING SITE PLAN

Online application required. Submit online at www.MyBuildingPermit.com.

26

This submittal checklist identifies minimum application elements necessary for Community Development and Public Works to accept the application for further processing. The City will take up to 28 days to make a completeness determination.

Applicant: Check each box under the *Applicant* heading on this checklist to confirm items are included in your submittal.

An application shall consist of all materials required by the applicable development regulations for the specific permit(s) sought, and shall include the following general information.

Applicant

Staff

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| ☐ Completed Development Review Billing form (form D) | ☐ |
| ☐ Application fees due at submittal: see Land Use and Planning Fees form C | ☐ |
| ☐ Evidence of adequate water and sewer availability as required by RCW 19.27.097 (Water and Sewer Certificate of Availability, see form 36). You must receive your certificate prior to submitting this application, please allow 2 weeks for this review. If your provider is not the City of Bothell, please contact your provider (Alderwood, Northshore or Woodinville) | ☐ |
| ☐ Current title report for the affected properties (prepared within three months prior to date of application) | ☐ |
| ☐ Traffic concurrency application form (see form 39) (reference also BMC 17.03) | ☐ |
| ☐ Notes and determinations from the pre-application conference | ☐ |
| ☐ Letter citing specific Comprehensive Plan policies and demonstrating the project's consistency with those policies | ☐ |
| ☐ Completed and signed SEPA checklist with associated submittal fee if applicable - see BMC 14.02 | ☐ |

Preliminary plat map requirements per 15.08.020

Applicant

Staff

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| ☐ A drawing using a scale of 100 feet to one inch or larger, showing: | ☐ |
| ☐ Boundary lines including bearing and distance to the foot | ☐ |
| ☐ Easements, including location, width and purpose | ☐ |
| ☐ Proposed plat name, scale, north arrow and date | ☐ |
| ☐ Proposed lot lines, dimensions to the foot, lot numbers and block numbers | ☐ |
| ☐ Vicinity map on first sheet | ☐ |
| ☐ Streets on and adjacent to the tract, including name and right-of-way width and location; type, width and elevation of surfacing; walks, curbs, gutters, culverts, etc.; | ☐ |
| ☐ Current (dashed lines) and proposed finished (solid lines) ground elevations on the tract, which shall be to the city of Bothell datum; for land that slopes less than approximately two percent, either show contours with and interval of not more than five feet if ground slope is regular and such information is sufficient for planning purposes, or show contours with an interval of not more than two feet if necessary because of irregular land or need for major detailed data for preparing plans and construction drawings; | ☐ |
| ☐ Other conditions on adjacent land, including approximate direction and gradient of ground slope, including any embankments or retaining walls; character and location of buildings, railroads, power lines, towers, and other nonresidential land uses or platted land within 300 feet of the subject | ☐ |

property. Refer to subdivision plat by name, recording date, volume and page number, and show lot dimensions and area, and dwelling units;

- ☐ Utilities on and adjacent to the tract, including location, size and invert elevation of sanitary, storm and combined sewers; location and size of water mains; location of gas lines, fire hydrants, electric and telephone poles, and street lights. If water mains and sewers are not on or adjacent to the tract, indicate the direction and distance to, and size of nearest pipes, showing invert elevation of sewers; ☐
- ☐ Other conditions on the tract including watercourses, marshes, rock outcrop, location, size, species and descriptions of all existing healthy trees over eight inches in caliper measured four feet above grade, houses, barns, shacks, and other significant features; ☐
- ☐ Zoning, on and adjacent to the tract ☐
- ☐ Proposed public improvements, including highways or other major improvements planned by public authorities for future construction on or near the tract; ☐
- ☐ Key plan showing location of the tract (if more than one sheet) ☐
- ☐ Sites, if any, to be reserved or dedicated for parks, playgrounds, or other public uses ☐
- ☐ Minimum building setback lines ☐
- ☐ Site data, including total site area, number of residential lots, lot dimensions and area and acres in parks, etc.; ☐
- ☐ Location of any critical areas and their buffers..... ☐
- ☐ Plat name, scale, north arrow and date ☐
- ☐ Typical cross-sections of the proposed grading; roads showing proposed sidewalks ☐
- ☐ Proposed sanitary, storm water and water systems plan(s) with points of connection, grades and sizes indicated; ☐
- ☐ Name of school district, water and sewer district, telephone service provider, electrical power provider, gas provider, other utility providers; ☐
- ☐ Name of County, Section, Township and Range ☐
- ☐ Average lot size ☐
- ☐ Title and certificates, including legal description according to official records in the office of the county auditor; pertinent survey data compiled as a result of a survey made by or under the supervision of a licensed land surveyor registered in the state and engaged in land surveying which contains notation stating acreage, scale, north arrow, datum, bench marks, certification of registered civil engineer or licensed land surveyor, date of survey; ☐
- ☐ Proposed and existing impervious surface coverage for plat infrastructure ☐
- ☐ Proposed building coverage calculations on cover sheet per the allowances in [BMC 12.14.030\(A\)](#) Table ☐

Other Submittal Requirements:

- | Applicant | Staff |
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| ☐ Tree retention plan consistent with BMC 12.18.030 | ☐ |
| ☐ Preliminary drainage sizing calculations for the retention/detention facility..... | ☐ |
| ☐ School Safe Walk Assessment (Form 52 , that has been completed by the Northshore School District)..... | ☐ |
| ☐ Information on the capacity of existing storm water conveyance and control facilities and a downstream storm water study, which analyzes capacity of existing storm water conveyance and control facilities. | ☐ |
| ☐ Draft of proposed covenants, if any | ☐ |

If any changes to utilities or roadways are proposed the following information is required:

- ☐ Site contours (maximum 5 foot contour interval) showing existing natural grade and proposed finished grades ☐
- ☐ Proposed public improvements, including proposed public rights-of-way, sidewalks, curb and gutter, planter strips, street trees, utilities to include, sanitary sewer, storm drainage facilities, domestic water lines ☐
- ☐ Road width and turning radii ☐
- ☐ Proposed sanitary, storm water and water systems plan(s) with points of connection, grades and sizes indicated ☐
- ☐ Any other information required by the Community Development and Public Works Director for the purposes of ascertaining ownership and the existence of easements or covenants affecting the subject property ☐

NOTE: Other items may be required to be submitted for a Preliminary Plat Application to be consistent with the Bothell Municipal Code.