

PRELIMINARY SUBDIVISION PERMIT CHECKLIST

INSTRUCTIONS → Submit the following items listed in the checklist below for Subdivision requests (10+ lots) and Unit Lot Subdivisions. Please submit online via the [Online Permitting Portal](#).

[Online Submittal Instructions](#)

1) ☐ Preapplication Meeting	A Preapplication Meeting is required prior to submitting this application, unless waived by the Planning Department.
2) ☐ Land Use Application	The Land Use Application must be filled out completely and signed by the owner, applicant, or primary contact.
3) ☐ Preliminary Plat Map Set	Must be drawn in accordance with the Preliminary Subdivision Map Set Checklist .
4) ☐ Title Report	Submit a title report current to within 30 days of application date.
5) ☐ Declarations	Declaration of Ownership and a Declaration of Legal Documentation by all owners who have interest in the properties is required if not provided for on the map.
6) ☐ Preliminary Drainage Report and Improvements	If any of the detention or water quality treatment standards are exceeded, drainage improvements must be provided per City Design and Construction Standards. Provide a conceptual plan showing location and type of stormwater facility.
7) ☐ Special Studies Biological Assessment, Critical Area, Traffic, Geotechnical, etc.	Submit each applicable study. Associated shapefiles may be submitted to GISPlanning@everettwa.gov . A drainage report is not considered a special study.
8) ☐ Building Elevations	For Unit Lot Subdivision applications only, provide building elevations and a master landscape plan addressing the criteria of EMC 19.27 .
9) ☐ Mailing List	Must be completed per the Mailing List Instructions .
10) ☐ Environmental Checklist	If applicable, provide a completed and accurate Environmental Checklist utilizing the Department of Ecology's latest template.
11) ☐ Fee	Fees are noted in the Planning, Zoning and Land Use Fee Schedule and will be requested once the application has been deemed complete for intake review. Fees are non-refundable and payable by cash, check or credit card.

If this checklist or any of the items above are not included with your application submittal, your application may be deemed "incomplete for intake review" in accordance with [EMC Title 15.01](#).

*Hard copy (paper) Land Use applications are available for reasonable accommodations. Contact the Planner-on-Duty at 425-257-8731 or Planning@everettwa.gov for more information.