



## City of Dayton Planning and Community Development

111 S. 1<sup>st</sup> St., Dayton, WA 99328  
509-382-2361

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### Application for a Subdivision – Preliminary Plat

#### Introduction:

A subdivision is the division or re-division of land into five or more identifiable lots, tracts, parcels, sites or divisions, any of which is five acres or less in size and evidenced by a plat for the purpose of sale, lease, transfer of ownership, street dedication, or building development as outlined [Dayton Municipal Code \(DMC\) Title 19 – Land Divisions](#).

#### General Notes:

There are two primary steps to the subdivision process. First, a preliminary plat is submitted to the Department of Planning & Community Development. Application for a preliminary plat is a type IV application under [DMC 10-01.030](#). Once the preliminary plat is approved, the final plat is reviewed as a type IVA decision as outlined in DMC 10-01.030.

#### Is SEPA required?

The a 'long' subdivision of land requires the completion of a State Environment Policy Act (SEPA) checklist. Forms are available online at [www.daytonwa.com](http://www.daytonwa.com) or at Dayton City Hall. All fees associated with the environmental assessment are borne by the applicant.

#### Optional Pre-Application Conference:

Pre-application conferences are not required; however, they are encouraged. The conference provides the applicant with the opportunity to discuss the proposal with staff prior to submitting the application. The conference is options and voluntary and may be suggested by staff depending on the complexity of the proposed project.

A pre-application conference is a great tool to assist in acquainting staff with the applicant and the proposed project. Additionally, it offers staff time to familiarize the applicant with applicable City Codes, the Comprehensive Plan, and other relevant criteria and procedures. A pre-application conference does not vest the applicant under the existing rules and regulations in effect at the time of the conference, nor does it always ensure an exhaustive review of all potential issues can be completed. A pre-application also does not constitute an approval of a proposal – these conferences are intended to be informational only.

#### Subdivision Application Form:

**Site Address:** \_\_\_\_\_

**Parcel(s) #:** \_\_\_\_\_

1. Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

2. Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

3. Surveyor/Engineer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

4. Subdivision/Project Name:  
\_\_\_\_\_

5. Legal Description (attach separately, if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Amount of land to be in public ownership (right-of-way, parks, etc.):  
\_\_\_\_\_

7. Proposed restrictive covenants:  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, the applicant for the short subdivision, do hereby

confirm that the above is correct (attach a separate sheet if more than one owner).

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Applicants Signature

Date

I, \_\_\_\_\_, the surveyor/engineer, have prepared this proposal and do hereby confirm that the short subdivision meets all [Dayton Municipal Code](#) requirements and the requirements of the [RCW \(Revised Code of Washington\)](#).

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Signature

Date

Application Checklist:

Refer to [DMC Chapter 19-04](#) for a comprehensive list of application requirements.

**Return this checklist with your application**

*Applicant to check if included with application*

1. Application
  - Completed application form
2. Fees
  - Application fee per the effective Master Fee Schedule submitted when filing the application
3. Legal Descriptions
  - Provide a legal description of the property prepared by a professional land surveyor licensed in the State of Washington
4. Title Report
  - Liability for errors not to exceed the assessed value of the lots on the date of application. The title report issuance no more than 30 days prior to the application date. The city may request an updated title report prior to preliminary approval at its discretion.
5. SEPA Checklist and associated fees
6. Preliminary Plat Drawings & Plans prepared by a Licensed Surveyor in Washington State, including:
  - Name of the proposed subdivision
  - Legal description of land to be subdivided
  - North arrow
  - Date and scale
  - Subdivision boundary lines
  - Scaled existing buildings
  - Location of existing utilities, drain fields, or other underground structures
  - Critical areas
    - i. See [DMC 19-04.040](#) for a comprehensive list of requirements
    - ii. Submit two (2) 24-inch by 36-inch copies and one (1) 11-inch by 17-inch copy of the preliminary plat