



CHECKLIST FOR A SHORT SUBDIVISION (PRELIMINARY SHORT PLAT)– SMC 17.20, 17.12

**** It is the responsibility of the applicant to ensure that all submittal requirements listed below are turned in as part of this application. Incomplete applications will not be accepted by the Department of Community and Economic Development. *****

NOTE: A pre-application meeting may be required prior to application for a short plat. If one has been held, include the notes here.

The City will not approve applications for subdivisions unless it is demonstrated by the applicant that each of the following criteria has been met or will be met:

- A. Each lot resulting from the subdivision must conform with the Comprehensive Plan and zoning regulations;
- B. Each lot will adjoin a public street or a private street in the subdivision;
- C. Curb, gutter, sidewalk, trail connections, transit stops, streets, storm drainage, sanitary sewer lines, water lines and other utilities as required must be installed at the expense of the applicant and meet city specifications and applicable ordinances and the city engineer must have certified or approved the proposed plans;
- D. The applicant must provide an easement for utilities transmission services, if necessary;
- E. Private property necessary for public use for streets will be dedicated by a deed of dedication acceptable to the City or by preparing a plat to be recorded;
- F. A bond meeting City requirements (Chapter [3.78 SMC](#)) is posted to ensure completion of those improvements required under these criteria but not yet installed or provided;
- G. All required adequate public facilities will be provided, as required by the adopted capital facilities plan. These facilities may include, but not necessarily be limited to, parks, playgrounds, schools, open spaces, transit stops, and trails and trail connections;
- H. All requirements of the environmentally sensitive areas and wetlands sections of the SMC and the State Environmental Policy Act (SEPA) have been met;
- I. No development may occur which causes a flooding hazard, and until any development occurring within an identified floodplain has been properly mitigated;
- J. The public interest will be served by the proposal;
- K. All the requirements of Chapter [58.17 RCW](#) have been met;
- L. The proposed project phasing schedule, if applicable, meets the requirements contained in SMC [17.20.090](#); and
- M. Only irrigation districts organized under Chapter [87.03 RCW](#) may require improvements and only in accordance with RCW [58.17.310](#).

- ☐ **Application Required.** All applications for a short subdivision shall be received through the online portal and shall include the requirements of this checklist.
- ☐ Legal description (township, section, and range, tax parcel number).
- ☐ Preliminary sketch (scaled at 1" = 100').
- ☐ North arrow, bar scale.
- ☐ Acreage of proposed lots or tracts.
- ☐ Dimensions of proposed lots or structures.
- ☐ Size and location of existing structures.
- ☐ Size and location of existing and proposed streets, alleys, and rights-of-way, including proposed ownership.
- ☐ Proposed open spaces or public or private dedications for lands, trails, parks, or passive and active recreation.
- ☐ Location of streams, irrigation ditches, drainage ditches, wetlands, ponds, floodways, or other water courses on or within 200' of the proposed project.
- ☐ Location, extent, and type of wooded areas and all trees greater than eight inches in diameter, or identified as species of local significance.
- ☐ Location and extent of existing and proposed landscaping.
- ☐ Location and extent of steep slopes (more than 15%) and other significant physical features.
- ☐ Proposed and existing easements for ingress, egress, utility corridors, irrigation ditch access, and other easements.
- ☐ Adjacent property owners' list for all properties located within a 300' radius obtained from the Clallam County assessor's office.
- ☐ Two sets of stamped envelopes for noticing.
- ☐ A title report, subdivision certificate, or other proof of ownership that documents any previous land use approvals.
- ☐ A scaled vicinity map showing the subject property in reference to surrounding properties, streets, subdivisions, municipal boundaries, and identified critical areas within 500' of the subject property, including a north arrow.

- ☐ A copy of the county tax assessor's map of the subject parcel(s).
- ☐ Copies of any existing and/or proposed deed restrictions or covenants.
- ☐ Draft maintenance agreements and proposed management entities responsible for tax payments and maintenance of common facilities (such as roads, stormwater facilities, open spaces, trails, parks, etc.).
- ☐ Preliminary stormwater drainage plans, prepared consistent with the requirements of SMC Title [13](#).
- ☐ Preliminary utility plans, including provisions for water, sewer, underground power where appropriate, telecommunications, and solid waste disposal.
- ☐ Preliminary road plans including plan, sections, and profiles.
- ☐ Preliminary clearing and grading plans, including cut and fill amounts.
- ☐ Environmental information worksheet and completed SEPA checklist.
- ☐ Any additional materials determined by the department during the pre-application conference to be necessary to fully evaluate the application.
- ☐ A concurrency review may be required in accordance with SMC 20.10.
- ☐ Applicant or applicant's representative's signature on the application.
- ☐ Fees as established by the City of Sequim; see SMC Title 3.68.

Note: If you are interested in replatting, please contact Staff.

*****The City of Sequim Department of Community Development may require additional information necessary for decision making purposes. *****