

LOTS OF RECORD CERTIFICATION CHECKLIST

I verify the property affected by this application is the exclusive ownership of the applicant, or the applicant has submitted the application with the written consent of all the owners of the affected property.

Print Name: _____

Signature: _____

Date: _____

- ☐ Application fee:
For one lot: Type I-A, **2hrs staff time, no noticing.**
For 2 to 9 lots: Type I-A **4hrs staff time, no noticing.**
- ☐ A legible site plan, to scale, showing:
 - ☐ All proposed lots with lot lines, block number and lot numbers
 - ☐ Lot dimensions
 - ☐ Points of access, existing or proposed
 - ☐ Adjacent street names
 - ☐ Building Envelopes if Critical Areas are present (buildable area of the lot after applicable setbacks, easements and other restrictions on the lot are taken into account)
 - ☐ If existing structures on-site, show and calculate the total amount of impervious surfaces (i.e. roof area, driveways) in square feet and current method of stormwater management (i.e. downspouts, drywells, etc.)
 - ☐ All easements, deeds, restrictions or other encumbrances restricting the use of the property, if applicable
 - ☐ All existing and proposed utility locations and street or other transportation improvements, if applicable
 - ☐ North Arrow
- ☐ Photocopy of the property deed
- ☐ Photocopy of the plat map*
- ☐ Photocopy of any surveys of record*
- ☐ Critical Areas special reports where required by the Critical Area Ordinance (PTMC 19.05)
- ☐ If on-site wastewater (septic tanks) disposal is proposed under the limited circumstances where city code does not require connection to the city's municipal sewer system, written verification from Jefferson County Environmental Health that the site is adequate to accommodate an on-site sewage system.

- ☐ SEPA permit application, required for any fill or excavation over 100 cubic yards, the construction of 9 or more dwelling units, a building 4,000 sq. ft. or more in size with 20 or more parking spaces, and/or if the lots are located in a critical area. Critical Area maps are available at the PCD office or on the website.

For more Lots of Record information, see Port Townsend Municipal Code Chapter 18.18. or the website: <http://www.cityofpt.us/>

*See Jefferson County Assessor's office, or website:
<https://gisweb.jeffcowa.us/TaxParcelViewer/>

