



PRELIMINARY PLAT OR SHORT PLAT

WHAT IS THE PURPOSE OF THIS WORKSHEET?

This worksheet is to help prospective applicants prepare the required documentation needed to submit a complete application. Please note that this is not the official application, but a tool to assist in the compilation of the materials required for the review by the City. It is important that prospective applicants contact the Planning and Building Division prior to submitting an application as some projects may not require the submittal of all the materials listed or may require additional materials not listed. In order to help work out any potential problems before the formal submittal, the City of Bonney Lake encourages applicants to attend a pre-application meeting.

DIGITAL SUBMITTAL REQUIRED

The City has implemented a paperless permit system for all planning permits. All required application materials are required to be submitted electronically to the Bonney Lake Permit Center. Please contact the Bonney Lake Permit Center at (253) 447-4344 regarding the submittal process. All submittal documents are required to be consistent with the Digital Submittal Requirements.

Land Use Application: The Land Use Application must be signed by the property owner or the applicant must also submit a notarized copy of the Agent Authorization Form.

Fee: Plat – \$4,000 plus \$110 per lot
Short Plat – \$2,000 plus \$70 per lot

Title Certificate: The title certificate shall not be more than 90 days old at the time of submittal. The title certificate must include copies of all easements, deed restrictions, and other encumbrances restricting use of the site.

Project Narrative: The project narrative must include a brief explanation of the project and a written explanation of how the project is consistent with the design criteria in Chapter 17.50 BLMC and the policies of *Bonney Lake 2035*.

Certificate of Water and Sewer Availability: Provide approved copies of the water and sewer availability from the utility provider. If the property is served by the City of Bonney, the applicant is still required to submit the required approved availability forms. The process to secure the availability form is a separate process from the review of the preliminary plat/short plat and must be completed prior to submittal of the preliminary plat/short plat.

Tree Survey: The tree survey shall illustrate, label, and identify the trees larger than six (6) inches in diameter as measured 4.5 feet above the ground.

Public Services Department

9002 Main Street East, Suite 300, Bonney Lake, WA 98391

(253) 862-8602

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Preliminary Documents: The preliminary documents shall be drawn on twenty-four (24) inch by thirty-six (36) inch sized paper landscape orientation with a maximum scale of one (1) inch equals fifty (50) feet displaying the following:

1. Provide the following on the coversheet of the preliminary subdivision:
 - a. North Arrow, scale of drawing, scale bar, and date of drawing.
 - b. Legal Description, property area, and parcel number(s) of the subject property.
 - c. Dwelling units allowed and proposed.
 - d. Open space/landscaping required and provided.
 - e. Proposed named (Only required for subdivisions)
 - f. The name and address of the engineer, surveyor, or other individual responsible for laying out the site plan.

2. Existing Conditions:
 - a. Locate and identify structures and conditions (natural and built) that exist on-site prior to development and within fifty (50) feet including such items as buildings, roads (public and private), parking areas, driveways, paved areas, water courses, significant vegetation, underground tanks, points of connection to utility systems (water, sewer, power, gas, etc.), and fences.
 - b. Illustrates and delineate the boundaries of all on-site or adjacent (within 100 feet) critical areas including floodplains, streams, ponds, wetlands, unstable soils, or slopes exceeding forty percent (40%) as defined pursuant to Title 16 Division II BLMC.
 - c. Identify all property lines include dimensions, bearings, and the area in square feet of each lot.
 - d. Existing contours at five (5) foot intervals.
 - e. Identify adjacent existing land uses (residential, commercial, etc), and zoning designations.
 - f. Locate and show the dimensions of all easements on the site; indicate the easement holder and purpose.



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3. Proposed Conditions:

- a. Show location and use of all existing buildings located on the property indicating buildings to be removed and to remain.
- b. Show dimensions from the existing structures that will remain to proposed property lines.
- c. Provide lot layout with lot line dimensions, bearings, and the area in square feet of each lot.
- d. Identify the location, size, and use of all public areas within the proposed subdivision (e.g. open space, private recreation areas, parks, etc.).
- e. Conceptual plans for water, sewer, stormwater drainage, and other utilities.
- f. Finished grades/contours depicted at two (2) foot intervals.

4. Proposed Traffic Access, Circulation and Paved Areas:

- a. Locate and identify all roadway improvements including intersection, sidewalks, curb, gutter, tappers, lane channelization, and streetlights.
- b. Demonstrate on-site access roads and parking lots are designed to accommodate the turning radius and maneuvering characteristics of delivery vehicles and fire apparatus.
- c. Identify pavement types.
- d. The location, names, and right-of-way widths of all proposed streets within the proposed subdivision and their proposed paved width.

Landscape Plan: Provide one (1) copy of the plan drawn on twenty-four (24) inch by thirty-six (36) inch sized paper landscape orientation with a maximum scale of one (1) inch equals forty (40) feet prepared by a licensed landscape architect that identifies the following:

1. Existing vegetation to be retained. Please refer to BLMC 16.13.050
2. The general location of proposed trees, shrubs, and ground cover; and a plant schedule providing the scientific name, common name, size, and spacing of each plant for any required landscaping buffers. Please refer to BLMC 16.14.040 and BLMC 16.14.050 for buffering requirements.

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3. Street Tree Plant consistent with BLMC 16.14.150. (Street Trees are not require for 2 and 3 Lot Short Plats).
4. Method of irrigation, and the location, square footage, percentage, and dimensions of applicable landscape areas.