

**Short Subdivision
Application Form**

Whenever it is proposed to subdivide land into nine (9) or fewer lots, tracts, parcels, sites, or divisions, the application shall be filed with the Planning and Community Development Department with the following information:

FOR CITY USE ONLY	PROJECT NAME:
Submitted	

- | | |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | 1. A completed Master Land Use Application. (separate document) |
| | 2. The filing fee required pursuant to Bonney Lake Municipal Code (BLMC) Chapter 3.68. |
| | 3. A completed SEPA environmental checklist to be obtained from the Planning Department only if there are sensitive areas. Available on line. |
| | 4. A title insurance report obtained no more than 90 days prior to submitting the preliminary plat confirming that the title of the lands as described and shown on said plat is the name of the owners signing the plat's certificate. |

MAPS/DRAWINGS – (8 COPIES):

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|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | 1. A title block in the lower right hand corner of the short subdivision: |
| | a. The scale of the drawing |
| | b. The date of the drawing |
| | c. Provision for the City's file number |
| | d. The name and address of the engineer, surveyor, or other individual responsible for laying out the subdivision |
| | 2. A detailed plan that clearly shows the following information at a minimum scale of 1" = 100' |
| | a. North Arrow |
| | b. The location of bearings, distances, and every permanent survey control monument for the short subdivision. |
| | c. The location, names, and right-of-way widths of all existing and proposed streets and driveways within 50' of the boundaries of the proposed subdivision |
| | d. Boundaries and dimensions of the original parcel. |
| | e. Lot layout with lot line dimensions, the area in square feet contained in each lot, and building envelope for each lot with setbacks. |
| | f. The width and location of access to each lot. |
| | g. The location, size, and use of all contemplated and existing public areas within the proposed subdivision. |
| | h. The location, size, and kind of public utilities in and adjacent to the proposed |

	subdivision indicating those utilities which will provide service to the proposed development and their planned location within the short plat and nearest fire hydrants.
	i. A vicinity map drawn at 4" = 1 mile to orient the original tract, showing the surrounding streets, streams, and major electrical transmission line easements.
	j. Location of any wetlands, streams, water bodies, areas subject to flooding, unstable soils, or slopes exceeding 40% within 100 feet of the subdivision.
	k. Signature blocks for the Director of Planning and Community Development, City Engineer, Fire Marshall, Pierce County Auditor, and the Assessor-Treasurer.
	l. Notary Public acknowledgment and stamp (black ink only) for landowner signature.
	3. Tree survey showing all trees larger than 6" in diameter. Label size and type of each tree.

Additional information may be required by the City. The applicant will be notified in writing if additional information is necessary.

PLEASE NOTE: In order to help work out potential problems before the formal submittal, the City of Bonney Lake shall require that the applicant attend a pre-application meeting. Please call the Planning and Community Development Department for information regarding the pre-application meetings.

I certify that I have provided all the necessary information as requested above.

Applicant Signature

Date

If you have any questions, please contact the Planning and Community Development Department at 253-862-8602 ext 356.