



Department of Public Works - Engineering

525 W. Cota St • Shelton, WA 98584 • Phone (360) 426-9731

PRELIMINARY PLAT SUBMITTAL CHECKLIST

PURPOSE

The purpose of a Preliminary Plat is to allow for the subdivision of land into more than four (4) or more lots, tracts, parcels or divisions for the purposes of sale, lease, transfer or building development. 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 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 conflicts before the formal submittal, it is mandatory to have a Presubmission Conference.

A Preliminary Plat as defined by the Shelton Municipal Code is: A neat and approximate drawing of a proposed subdivision showing the general layout of streets and alleys, lots, blocks, and restrictive covenants applicable to the proposed subdivision and all data and information furnished therewith as to provide a basis for the approval or disapproval by the hearings examiner.

HOW TO APPLY

The City of Shelton has implemented a paperless online permit system for all permits.

Submit all documents in PDF file format.

Apply at <https://sheltonwa-energovweb.tylerhost.net/apps/selfservice/SheltonWAProd#/home>

Select the following options when applying: Apply - Plans - Subdivision / Plats - Preliminary Plat

Project Name: _____

To be completed by the applicant: Please mark the items below, YES, to indicate that the applicable Shelton Municipal Code and Design and Construction Standards are met. If the City Standard is non-applicable, please mark box "N/A".

APPLICANT YES	<u>Intake</u>	CITY VERIFICATION YES
	All documents in separate files	
	Fully complete & signed SEPA checklist	
	Current list of mailing addresses for all property owners within 300' feet of the outer property boundaries of the proposed plat	
	Critical areas information	
	Traffic distribution analysis	
	Water availability application	
	Preliminary grading plan	
	Preliminary Plat Map(s) or Drawing(s)	

APPLICANT YES	<i>Preliminary Plat Information Requirements</i>	CITY VERIFICATION YES
	Scale legible and clearly defined	
	Minimum scale one hundred feet equal to one inch	
	Preliminary plat prepared by a licensed professional land surveyor	
	Map(s) or drawing(s) measure twenty inches height by twenty-two inches wide	
	Name of proposed plat, subdivision or dedication	
	Date, scale, and north arrow	
	Vicinity sketch indicating the boundary of the proposal in relation to major highways, schools, parks, shopping centers, and similar facilities	
	A legal description of all lands included in the proposed plat, subdivision, or dedication	
	Existing monuments and markers	
	The boundary lines of the entire tract to be subdivided	
	Location, width and names of all existing or platted streets or other public ways within the proposed development	
	General outline of permanent buildings	
	General outline of watercourses	
	Location of power lines & telephone lines	
	Location of Easements	
	Location of Railroad lines	
	Municipal boundaries	
	Township lines and section lines	
	Location and size of all existing wells	
	Location of existing sewers and mains	
	Location of existing watermains	
	Location of existing culverts or stormwater facilities	
	Location of other underground installations within the tract and one hundred feet of the plat boundary	
	Topographic contours, shown at a maximum 10' foot contour level, to show the topography of the entire tract, and at least three hundred feet beyond the tract boundaries	
	Layout of proposed street and alley right of way lines	
	Layout of proposed bicycle and pedestrian paths	
	Layout of private roads and easement lines	
	Layout and approximate dimensions of all lots and blocks	
	Tentative grades of each street, alley and private road	
	Tentative grades for each bicycle and pedestrian path	
	Fully dimensioned cross-sections for each street, including sidewalks, bike lanes, parking lanes, and transit facilities	
	All parcels of land intended to be dedicated or temporarily reserved for public use or to be reserved in the deeds for the common use of the property owners in the subdivision	
	Indication of any proposed phasing of the development of the plat	

APPLICANT YES	<i>Preliminary Plat Information Requirements continued</i>	CITY VERIFICATION YES
	Replats (original plat shall be shown with dotted lines)	
	Proposed amenities and landscaping	
	Permanent method of management and maintenance of amenities and landscaping	
	Preliminary utility layout to include tentative sizes as well as details	
	Preliminary storm drainage design plan	
	Preliminary stormwater report	
	Parks and open space locations and dimensions	
	Flood zones	
	Airport overlay zone	

LINKS TO SELECT SHELTON DESIGN AND CONSTRUCTION STANDARDS

https://sheltonwa.gov/government/departments/public_works/engineering/development_review.php

LINKS TO SELECT SHELTON MUNICIPAL CODE SECTIONS

- Zoning** <https://www.codepublishing.com/WA/Shelton/#!/Shelton20/Shelton20.html>
- Subdivisions** <https://www.codepublishing.com/WA/Shelton/#!/Shelton19/Shelton19.html>
- Environmental Protection** <https://www.codepublishing.com/WA/Shelton/#!/Shelton21/Shelton21.html>