



Community Development Department Large Lot/Short Plat Subdivision Application

PO Box 777 • 323 N.E. First Street
Winlock, WA 98596-0777
360.785.3811 • fax 360.785.4378
winplan@cityofwinlock.com

Checklist for a Large Lot/Short Plat Subdivision:

- Completed Application: *incomplete applications will not be accepted.*
- SEPA Checklist (if applicable)
- Preliminary Map

APPLICATION FOR: Large Lot Subdivision Short Plat Subdivision

APPLICANT INFORMATION (if different than property owner) Authorized Agent

Name(s): _____

Mailing Address: _____ City/St/Zip: _____

Phone #: _____ Email: _____

PROPERTY OWNER INFORMATION (same as applicant) Yes No

Name(s): _____

Mailing Address: _____ City/St/Zip: _____

Phone #: _____ Email: _____

AUTHORIZED REPRESENTATIVE INFORMATION (same as applicant) Yes No

Name(s): _____

Mailing Address: _____ City/St/Zip: _____

Phone #: _____ Email: _____

PROPERTY INFORMATION

LOCATION (*circle one*): North South East West Side Of

Street/Road Name: _____ Between (street/road): _____

And (street/road): _____ Property Address: _____

Tax Parcel No: _____

Full Legal Property Description: _____

Type of non-site structures including accessory buildings: _____

of Lots: Single-Family _____ Multi-Family _____ Duplex _____ Commerical _____ Industrial _____

Zoning District: _____ Shoreline Designation: _____

Smallest Lot Area: _____ Average Lot Area: _____

TOTAL Acreage: _____ Area of Entire Contiguous Ownership: _____

Acreage in Open Space: _____ Length of Public Streets: _____

Length of Private Streets: _____ Designated Commercial Acreage: _____

CRITICAL AREAS

None Creek/Stream: name _____ River: name _____

Swamp/Bog Cliffs Draw/Gully Other (describe): _____



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FLOOD AREAS: has a portion of your project site ever flooded?

No Do Not Know Yes, when? (show area on map) _____

UTILITIES

WATER Existing Name of Utility: _____
 Proposed Name of Utility: _____

SEWER Existing Name of Utility: _____
 Proposed Name of Utility: _____

SITE ACCESS

Existing Name of Street/Road: _____
 Proposed Name of Street/Road: _____

If property to be divided is accessed by a private road, how many other parcels have access to this road?
(include vacant parcels): _____

I/we the undersigned, as the applicant, hereby certify that the map and legal descriptions attached hereto show the entire contiguous ownership in which I/we have an interest by reason of ownership, contract for purchase, earnest money agreement or option for purchase by any person, firm, or corporation in any manner connected with this proposed binding site plan and that the following is the signature(s) of the owner, contract purchaser, or their representative. Also, that all adjoining land is owned by others not associated by a land development business relationship with the owner. Also, that the information contained in this application, map, legal descriptions, and any other supporting documents is true and correct to the best of my/our knowledge.

Signature

Date

Signature

Date

ADJACENT PROPERTY INFORMATION: *list all adjacent property owners (names and address) within 300 feet of the exterior boundary of the property involved.* Information can be obtained through the Lewis County PATS System.



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Preliminary Map Requirements: *for electronic submittal, PDF from mapping program (preferred method). If hard copy, then two (2) copies of a map (18" x 24" survey at a scale of no less than 1" to 100 ft at minimum) from a licensed professional surveyor for review, with permanent black ink, and meeting the requirements of WAC 332-130-050 and RCW 58.58.09*

- A label identifying the map as the correct land division type "Short Plat Subdivision" or "Large Lot Subdivision".
- Original legal description and proposed legal descriptions on the face of the map.
- A vicinity map, the date, and north arrow.
- The names and addresses of the owners.
- The acreage of the proposed lots.
- The original lot lines.
- The proposed lot lines with a number assigned to each lot. Lot numbers are to begin with number one (1) and proceed in a consecutive sequence.
- The location, width, and names of all existing streets, ingress, egress, or easements within or adjacent to the proposal, including, but not limited to, existing or proposed easements to provide access to each lot/space, and indication as to whether they be public or private and the Auditor's File Number.
- The location of all existing structures, fences, buildings, and improvements.
- Location of all existing and proposed utility structures and lines, stormwater retention, drainage, and treatment systems.
- Point of proposed access for each lot to the public street, whether each lot shall use a common access or have individual access.
- Location natural features such as bodies of water, rivers, steep slopes, and wetlands.
- The boundaries of any land to be reserved for the common use of the property owners.
- Location (to the extent possible) of all section and section subdivision lines referred in the legal description of the entire property to be subdivided.
- Survey shall also contain:
 - Name of professional land surveyor (PLS), stamp and signature of PLS.
 - Any monuments and markers of record, a minimum of two corners must be set or found.
 - A signature block for the approval and signature of the Director, and the date signed.
 - Signature block for the Auditor with a statement that property taxes for the parcel within this map have been paid through the year of recording.
 - Signature block and notary block for owners.
 - Signature block for city engineer.
 - Signature block for mayor.
- All other requirements as set forth in the Winlock Development Code.