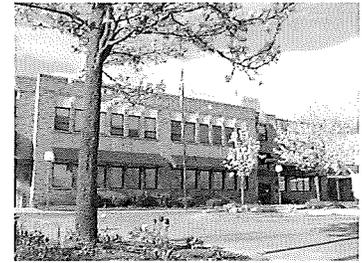


PRELIMINARY SUBDIVISION PLAT INFORMATION AND INSTRUCTIONS



City of Chewelah

PO Box 258
Chewelah, WA 99109
(509) 935-8311

WHAT IS A PRELIMINARY SUBDIVISION PLAT?

A preliminary subdivision plat subdivides property into five or more lots. Full procedures for a preliminary subdivision plat permit can be found in the City's development regulations (17.12.050).

WHAT DO YOU NEED TO PROVIDE?

- A completed application form
- A map of your preliminary subdivision plat and all land immediately adjacent extending 100 feet in all directions from the site perimeter. Include a north arrow, scale, date, existing topography, existing buildings, the proposed lot configuration, various easements, and dedications. Also, show the location of any adjoining and adjacent platted areas and subdivisions showing the connecting streets, utilities, and easements. Clearly indicate the boundaries of your property on the map and all land 100 feet in all directions from the perimeter.
- If you own any adjacent land upon which you are considering making future additional plat applications, please submit this with general information about the location and the estimated extent of each additional plat.
- A legal description of all lands included in the proposed preliminary subdivision plat.
- A completed environmental checklist, if applicable
- A signed agreement by the applicant to reimburse the city for charges incurred for professional engineering review of the preliminary plat.
- The application fee

WHAT IS THE APPLICATION PROCEDURE?

Step 1: You should compile the items described above for your preliminary subdivision plat application, submit your application to the City and pay the fee. City staff will be available to meet with you to review the requirements and provide assistance as necessary.

Step 2: Staff has 28 days to review your application for technical completeness and will contact you in writing if there is a need for further information. In this event, you will need to submit the requested items and staff will reassess your application.

Step 3: The Hearing Examiner* will review the application and make a recommendation to the City Council.

Step 4: The City will publish notification of a City Council public hearing to consider your preliminary subdivision plat request no less than 10 days before the hearing.

Step 5: The City Council will approve your preliminary subdivision plat (possibly including conditions) if it finds:

- ❖ Your proposal complies with the City's comprehensive plan and development regulations
- ❖ Your proposed subdivision serves the public use and interest
- ❖ Your proposed new preliminary subdivision plat can be adequately serviced by public facilities
- ❖ Implications due to physical characteristics have been considered in your plat's design, and
- ❖ Your proposal makes provisions for dedications, easements, and reservations.

Step 6: The City will issue a Notice of Decision twenty-one days after which the preliminary subdivision plat's approval becomes final.

WHAT IS THE TIME LIMIT ON APPROVALS?

The permit for a preliminary subdivision plat shall be valid for five years from the approval date.

DOES THE APPLICATION NEED A SEPA DETERMINATION?

Yes, preliminary subdivision plats require the City to consider likely environmental impacts and issue an environmental determination based on information provided in the SEPA checklist.

WHAT IS THE APPLICATION FEE?

\$1,000 application fee + \$2,000 Hearing Examiner Deposit + \$110 Recording fee, if applicable.

DO PRELIMINARY SUBDIVISION PLAT APPLICATIONS REQUIRE A PUBLIC HEARING?

Yes, the City Council conducts the public hearing and then will approve, conditionally approve or deny the application.

**may require public hearing before the Hearing Examiner*