



**DOUGLAS COUNTY
TRANSPORTATION & LAND SERVICES**

140 19TH STREET NW, SUITE A • EAST WENATCHEE, WA 98802
PHONE: 509/884-7173 • FAX: 509/886-3954

Short Plat Application Checklist

**The following information must be submitted or
the application will not be accepted at the counter**

office use only

Counter Complete

_____/_____/_____
Intls Date

Missing Items	Counter Complete	Items Needed
	<input type="checkbox"/>	Pre-application meeting date & file number (pull file)
<input type="checkbox"/>	<input type="checkbox"/>	Completed master application form (signed & all parcel #'s included)
<input type="checkbox"/>	<input type="checkbox"/>	SEPA Checklist – check pre-application meeting form to see if required (signed)
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary short plat drawing – 11 copies (if greater than 11x17). Includes the following information: Date Drawn to scale (include scale) North arrow Name, address & phone number of property owner(s) Dimension all existing and proposed property lines Lot numbers and approximate area of each lot Location, width and type of existing and/or proposed roads and easements for roads Location of all existing utility service lines (water, sewer, gas, power, irrigation) Location of other significant features, such as, existing structures, septic fields, slopes, low areas, water bodies, etc. Addresses of existing structures (if any) If the short subdivision is within an existing plat, the existing lot lines, lot numbers and block numbers shall be shown as “ghost lines”.
<input type="checkbox"/>	<input type="checkbox"/>	11x17 reduction of the preliminary short plat drawing
<input type="checkbox"/>	<input type="checkbox"/>	3 copies of road or stormwater information required by Transportation Services. (see pre-application meeting file)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Check pre-application meeting form to see if any additional studies are required. Geological risk assessment Cultural resources survey Reserve lot management plan Wetland delineation and rating, mitigation and management plan Fish & wildlife management & mitigation plan Other
<input type="checkbox"/>	<input type="checkbox"/>	Applicable Douglas County fees – See pre-application meeting form, recalculate fees if changed since the date of the pre-application meeting.

NOTE! The above required information is necessary to start the application review. Depending on the results of the review, additional information/materials may be required.