



**DOUGLAS COUNTY  
TRANSPORTATION & LAND SERVICES**

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

## Major Subdivision 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 (signed)
<input type="checkbox"/>	<input type="checkbox"/>	Complete neighborhood meeting – per pre-application meeting form requirement Copy of notice Copy of mailing list Affidavit of mailing Copy of sign in sheet
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary plat drawing – 11 copies. The drawing must contain all of the information listed in Section 17.16.120 of the Douglas County Code
<input type="checkbox"/>	<input type="checkbox"/>	11x17 reduction of the 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 they 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.