

**CITY OF OCEAN SHORES
PLANNING DIVISION
Preliminary Plat Application
Subdivision, Short Subdivision, and Condominium**

Office Use Only
Application Received: _____ Processing Deposit Paid (Subdivision): _____
Fee Paid: _____ Application Complete: _____

Subdivision Type: _____ **Case Number:** _____

Subdivision Short Subdivision
Restore Previous Boundary Lines Condominium
(five or more units) (four or fewer units)

Fees: Filing Fees: \$100 for Short Subdivision,
Processing Deposit: \$200 for Subdivision

Applicant(s): _____ Phone: _____

Mailing Address: _____

Relationship of applicant to property:

Owner Purchaser Lessee Other _____

Owner(s): _____ Phone: _____

Mailing Address: _____

Subdivision Name: _____ **Date Submitted:** _____

Division Block Lot(s) Sec. Twn. Range

Property Legal Description: _____

Site Address (Approximate): _____

Zoning: _____ Requires Zoning Change (separate application): _____

Shoreline Designation: _____ Flood Zone: _____ Comprehensive Plan: _____

Streets (in feet) **Residential Lots** (in feet) **Commercial Lots** (in feet)

Total length, public _____	Total number _____	Total number _____
Total length, private _____	Total area _____	Total area _____
Average width _____	Average width _____	Average width _____
Smallest width _____	Smallest width _____	Smallest width _____

Parks, buffer areas, or other dedications: Total number _____ Area (in sq. ft.) _____

Describe the Proposal: (Use additional paper if needed)

Describe Existing Improvements:

Surveyor or Civil Engineer

Name _____
Certificate No. _____
Address _____
City _____

Power Source

Company _____
Address _____
City _____

Checklist: The following items must be included with the submission:

- A list of all property owners, easement rights holders, and interest holders of properties within the proposed subdivision and within 300 feet of the property boundaries. This list must include correct addresses as verified by the county tax assessor's office.
- A map of the area to be subdivided, showing each individual lot with all appropriate dimensions and drawn to scale.

The submission shall also show the following:

- A north arrow, map scale, and datum;
 - A complete legal description of each lot, tract, or parcel;
 - All existing monuments and markers located by the plat;
 - Proposed names, locations, widths and other dimensions of proposed streets, alleys, easements, parks, lots, building lines, if any, and all other information necessary to interpret the location of existing utility and access easements;
 - Names of adjoining plats;
 - Location of streets in adjoining plats and approximate location of adjoining utilities and proposed extension to plat;
 - Existing property lines, streets, buildings, watercourses, and other general features;
 - Existing and proposed drainage structures;
 - Conditions of or limitations on dedications, if any, including slope rights (contours may be required but shall not normally be considered a requirement of an application);
 - A sketch showing the proposed future street system in the remainder of the tract.
 - A Limited Liability Report or Title Insurance Policy dated within 3 months of application.
- State Environmental Protection Act (SEPA) checklist, where required; and
 - Shorelines Management application form, where required.

The applicant certifies by his/her signature that all current city specifications will be met in connection with streets, utilities, and other proposed public improvements to be constructed in the proposed subdivision.

APPLICANT _____
name address

TITLE _____ PHONE _____

SIGNATURE _____

DATE _____

Please submit ten (10) copies of this application and attachments to Planning Division, Ocean Shores Permit Center, 710 Pt. Brown Avenue NE or mail to P.O. Box 909, Ocean Shores, WA 98569. For further information, please call 360-289-2754