



PRELIMINARY SUBDIVISION APPLICATION SVMC 20.30

10210 E Sprague Avenue ♦ Spokane Valley WA 99206
Phone: (509) 720-5240 ♦ Fax: (509) 720-5075 ♦ [mailto: permitcenter@spokanevalleywa.gov](mailto:permitcenter@spokanevalleywa.gov)

PART I – REQUIRED MATERIAL

****THE PLANNING DIVISION WILL NOT ACCEPT YOUR APPLICATION IF THE REQUIRED MATERIALS ARE NOT PROVIDED****

- ☐ **Pre-application Meeting Request** *(include copy of staff worksheet from meeting)*
- ☐ **Completed Application Form**
- ☐ **Application Fee**
- ☐ **Notice of Application Packet (17.80.110) –Adjacent Property**
- ☐ **Plat Certificate**
 - One (1) plat certificate dated within thirty (30) days of the application filing date confirming that the title of the lands as described and shown on the short plat, subdivision, or BSP is in the name of the owners signing.
- ☐ **Preliminary Plans**
 - Submit five (5) copies of the preliminary short plat, plat or binding site plan which shall be prepared under the supervision of a professional land surveyor, licensed in the State of Washington (SVMC 20.20.080), 18 x 24 inches in size for short plats; 24 x 36 inches in size for plats and binding site plans and one (1) reduced copy (8 ½ x 11) at a scale of one inch equals 50 feet or one inch equals 100 feet (if approved by the department, an alternative appropriate scale may be used) with the following:
 1. Name, address, and telephone number of the owner of the subject property and the person with whom official contact should be made regarding the short plat, plat, or binding site plan.
 2. Title of the proposed division.
 3. Location of subject property by quarter-quarter(s) of the section, township, and range.
 4. Legal description of the subject property with the source of the legal description clearly indicated.
 5. A vicinity map at a scale of not more than four hundred feet (400') to the inch. Except that the Community Development Director may approve an alternative scale if requested. The vicinity map shall show all adjacent parcels. It shall show how the streets and alleys in the proposed subdivision connect with existing and proposed streets and alleys in neighboring subdivisions or un-platted property.
 6. North arrow, scale and boundary of the proposed short plat, plat, or binding site plan and the date map is prepared.
 7. Boundaries of all blocks, lot numbers, lot lines along with their dimensions and areas in square feet.
 8. Location and identification of existing utilities.
 9. Location, names and widths of all existing and proposed streets, roads and access easements within the proposed short subdivision, subdivision, or binding site plan and within 100 feet thereof, or the nearest City street if there is no City street within 100 feet of the subject property.
 10. All easements, including border easements, or tracts proposed to be dedicated for any public purpose or for the common use of the property owners of the short plat, plat, or

binding site plan.

11. All existing easements that affect the subject property.
12. Location of any natural features such as wooded areas, streams, drainage ways, special flood hazard areas identified on the Flood Insurance Rate Map, or critical areas as defined in SVMC Title 21.
13. Location of existing buildings, septic tanks, drain fields, wells or other improvements, and a note indicating if they will remain or be removed.
14. Whether adjacent property is platted or un-platted. If platted, give the name of the subdivision. If the proposed short subdivision, subdivision, or binding site plan is the subdivision of a portion of an existing plat, the approximate lines of the existing plat are to be shown and a copy of the existing plat, along with the recording numbers of any recorded covenants and easements.
15. Topographic information at five-foot maximum contour intervals, or at two-foot intervals where overall site topography is too flat to be depicted by five-foot intervals. Delineate areas with any slopes that are greater than thirty (30) percent.
16. "Site data table" showing number of proposed lots, existing zoning, water supplier, and method of sewerage.

- ☐ **Written Narrative** – A written narrative describing the proposal including, but not limited to, the number of proposed lots, nature of surrounding properties, proposed access, zoning, utility providers, method of sewerage, and timing of phasing of the development (if any). The narrative shall also address compliance to applicable sections of the development code and other applicable regulations.
- ☐ **SEPA Environmental Checklist for Preliminary Subdivisions and Binding Site Plans** – An environmental checklist will be required for a preliminary short plat if the construction of improvements will involve more than 500 cubic yards of grading, excavation, or fill, or if critical areas exist on site. *(Note: Any previous environmental documents that are relevant to this project should be included and maybe adopted by reference.)*
- ☐ **Certificate of Sewer Availability** (To be completed by Sewer Department)
- ☐ **Certificate of Water Availability** (To be completed by Water Purveyor and Fire Department)
- ☐ **Applicant Advisory Statements (Water and Sewer)** – If forms are not attached to packet or to verify you have the correct form, contact the Planning Counter at (509) 720-5000. The following advisory forms shall be read and signed in acknowledgement that the City of Spokane Valley does not provide sewer or water.
 1. Sewer Concurrency Advisory Statement
 2. Water Concurrency Advisory Statement
- ☐ **Other Related Applications or Permits, if Applicable:**

STAFF USE ONLY

Date Submitted:_____	Received by:_____	Fee:_____
PLUS #:_____	File #:_____	

PART II – APPLICATION INFORMATION

☐ SHORT SUBDIVISION ☐ SUBDIVISION ☐ BINDING SITE PLAN

APPLICANT NAME:			
MAILING ADDRESS:			
CITY:		STATE:	ZIP:
PHONE:	FAX:	CELL:	EMAIL:

PROPERTY OWNER:			
MAILING ADDRESS:			
CITY:		STATE:	ZIP:
PHONE:	FAX:	CELL:	EMAIL:

SITE ADDRESS:	PARCEL NO.:
SIZE OF SUBJECT PROPERTY (SQUARE FEET):	
COMPREHENSIVE PLAN DESIGNATION:	
ZONING DESIGNATION:	
PREVIOUS LAND USE ACTIONS INVOLVING SITE:	
PARCEL # OF ADJACENT LAND OWNED OR CONTROLLED BY OWNER:	
SIZE OF ADJACENT LAND OWNED OR CONTROLLED BY OWNER:	

BRIEF PROPERTY DESCRIPTION (E.G. FLAT, ROLLING, VACANT, STRUCTURES, SEPTIC, WELL)



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PROPOSED USE OF PROPERTY:

☐ SINGLE FAMILY DWELLINGS ☐ DUPLEXES ☐ MULTI-FAMILY DWELLINGS ☐ MIXED USE
☐ BUSINESS ☐ INDUSTRIAL ☐ MANUFACTURED HOMES ☐ OTHER – DESCRIBE: _____

PROPOSED NUMBER OF LOTS:

NAME OF PUBLIC ROADS PROVIDING ACCESS:

HAVE YOU PROVIDED ACCESS TO ADJACENT PROPERTY THAT IS “LAND LOCKED” WITHOUT ACCESS TO PUBLIC ROAD? ☐ YES, ☐ NO **IF NO, EXPLAIN:** _____

PROPOSED SOURCE OF WATER:

☐ INDIVIDUAL WELLS ☐ PUBLIC SYSTEM ☐ PRIVATE COMMUNITY SYSTEM
☐ OTHER – DESCRIBE: _____

PROPOSED MEANS OF SEWAGE DISPOSAL:

☐ PUBLIC SEWER ☐ COMMUNITY SYSTEM ☐ SEPTIC TANK AND DRAINFIELD
☐ OTHER – DESCRIBE: _____

UTILITY COMPANIES AND DISTRICTS TO PROVIDE SERVICE TO THIS PROPOSAL (PLEASE NAME):

ELECTRICITY:	GAS:	WATER:
PHONE:	CABLE:	FIRE DISTRICT:
		SCHOOL:
OTHER:		

IS THE PROPOSAL SITE ADJACENT TO, OR DOES IT INCLUDE, A BODY OF WATER (E.G., EXPOSED STANDING WATER, POND, YEAR-ROUND STREAM, RIVER, OR ☐ YES ☐ NO

IF YES, LIST: _____

DOES THE SITE HAVE FLOODPLAINS? ☐ YES ☐ NO

IF YES, IDENTIFY THE COMMUNITY PANEL NO. & FLOOD ZONE NO.: _____

DOES THE SITE HAVE ANY WETLANDS (OPEN WATER, MARSH AREAS, WATER SATURATED SOILS OR WETLAND PLANTS SUCH AS “CAT TAILS”?) ☐ YES ☐ NO

IF YES, HOW CLOSE TO THE BOUNDARY OF THE WETLAND IS DEVELOPMENT PROPOSED TO OCCUR?



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DOES THE SITE HAVE CRITICAL AREAS (SUCH AS SLOPES OVER 30%, UNSTABLE SOIL OR ROCKS PRONE TO LANDSLIDES, SEVERE EROSION, FLOODING OR OTHERS? IF YES, IDENTIFY

DO YOU HAVE ANY PLANS FOR FUTURE ADDITIONS, EXPANSIONS OR FURTHER ACTIVITY RELATED TO THIS PROPOSAL? ☐ YES ☐ NO IF YES, EXPLAIN:

PART III – CERTIFICATION BY SPOKANE REGIONAL HEALTH DISTRICT

SPOKANE REGIONAL HEALTH DISTRICT
RCW 36.70 B requires early coordination and

- A. PRELIMINARY DISCUSSION HAS TAKEN PLACE, A COMPLETE APPLICATION MUST INCLUDE: _____

- B. ☐ SEE ATTACHED LETTER DATED: _____

After a preliminary review of the proposal, I have advised the applicant of some of the Spokane Regional Health requirements. A complete and detailed review will be provided after the application is submitted, which will result in a complete list of requirements and conditions regarding Health provisions for the proposal.

Signature

Title

Date



PART IV – AUTHORIZATION

(Signature of owner or authorized representative)

I, _____, (print name) swear or affirm that the above responses are made truthfully and to the best of my knowledge.

(Signature)

(Date)

NOTARY

STATE OF WASHINGTON)

COUNTY OF SPOKANE

ss:
)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20__

NOTARY SEAL

NOTARY SIGNATURE

Notary Public in and for the State of Washington

Residing at: _____

My appointment expires: _____

LEGAL OWNER AUTHORIZATION:

If the applicant is not the legal owner(s), the owner must provide the following acknowledgement.

I, _____, owner of the above-described property does hereby authorize _____ to represent me and my interests in all matters regarding this application.

DISCLAIMER: By accepting this permit and proceeding with the work, the applicant/permittee and owner acknowledges and agrees that: 1) If this permit is for construction of or on a dwelling, the dwelling is/will be served by potable water. 2) Ownership of this City of Spokane Valley permit inures to the property owner. 3) The applicant/permittee is the property owner or has full permission and authority to represent the property owner in this project and carry out the work specified in the permit. 4) All construction is to be done in full compliance with the City of Spokane Valley Municipal Code. The applicable codes are available for review at the City of Spokane Valley Permit Center. 5) The applicant/permittee further declares that they are either: (A) a contractor currently registered and properly licensed in accordance with Chapter 18.27 RCW; (B) the registered or legal owner or authorized agent of the property for which I am applying for permit and not a licensed contractor; or (C) otherwise exempt from the requirements set forth in RCW 18.27.090 and will abide by all provisions and conditions of the exemption as stated. 6) The City of Spokane Valley permit is a permit to carry out the work as specified therein and is not a permit or approval for any violation of federal, state, or local laws, codes, or ordinances. 7) Compliance with all federal, state, and local laws shall be the sole responsibility of the applicant/permittee and property owner. 8) Plans or additional information may be required to be submitted and subsequently approved before this application can be processed. The City is not responsible for any code violation through the issuance of this permit. 9) Failure to request and obtain the necessary inspections and inspection approvals may necessitate stoppage of work and/or removal of certain parts of the construction at the applicant's/permittee's or property owner's expense.