



CITY OF PORT ORCHARD

Permit Center

Office located at 720 Prospect Street
 Mailing address: 216 Prospect Street
 Port Orchard, WA 98366
 (360) 874-5533 · permitcenter@cityofportorchard.us

PRELIMINARY PLAT or MAJOR MODIFICATIONS APPLICATION

APPLICATION TYPE: Preliminary Plat Preliminary Plat Major Modifications

<i>For Staff Use Only</i>	File #:	Receipt #:
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Incomplete application will not be accepted.

1. PROPERTY INFORMATION:			
General Location of Property:			
Nearest intersection:			
Section:	Township:	Range:	
2. PROJECT INFORMATION:			
Proposed Subdivision Name:			
Total property area:	sq.ft.	Proposed number of lots:	
Average Lot size:	sq.ft.	Smallest proposed lot area:	sq.ft.
Proposed Access:			
Building Type:	<input type="checkbox"/> DETACHED HOUSE	<input type="checkbox"/> ATTACHED HOUSE	<input type="checkbox"/> BACKYARD COTTAGE
<i>POMC 20.32</i>	<input type="checkbox"/> COTTAGE COURT	<input type="checkbox"/> DUPLEX: BACK TO BACK	<input type="checkbox"/> DUPLEX: SIDE BY SIDE
	<input type="checkbox"/> FOUR-PLEX	<input type="checkbox"/> TOWNHOUSE	<input type="checkbox"/> APARTMENTS
List the number of units by Building Type:			
3. SUBMITTAL REQUIREMENTS:			
<i>Electronic submittals are required. Contact the Permit Center for formatting and resolution requirements.</i>			
Check the box for each item included with this application:			
<input type="checkbox"/> The Master Permit Application Form , completed.			
<input type="checkbox"/> Preliminary Plat / Major Modifications application (<i>this form</i>), completed. Include the original signed and notarized Owner Statement on page 3 of this application.			
<input type="checkbox"/> SEPA Checklist, if required. <i>Follow the submittal requirements on the SEPA Checklist Application form.</i>			
<input type="checkbox"/> Legal description of the property to be subdivided.			
<input type="checkbox"/> Title Report , dated within thirty (30) days of the date of this application submission, confirming that the title of lands described and shown in the plat is in the name of the owner(s).			
<input type="checkbox"/> A Vicinity Map , 8 1/2" x 11" or larger, with site clearly marked, shown in relation to the nearest major streets, roads and waterways in the area.			
<input type="checkbox"/> Map Set . Prepared by a registered land surveyor, scaled to not less than one inch equal to 100 feet, 18" x 24" or larger, and containing the following information:			
<input type="checkbox"/> The proposed name of the subdivision, if applicable, which shall not be the same as that of any other subdivision or development in the City.			
<input type="checkbox"/> Scale, north arrow, and date.			
<input type="checkbox"/> Boundary lines including distance and bearing. The map shall be referenced to the State plane coordinate system.			
<input type="checkbox"/> Location of monuments or evidence used as ties to establish the boundaries.			
<input type="checkbox"/> Zoning on and adjacent to the property.			

3. SUBMITTAL REQUIREMENTS, *continued*:

Map Set, *continued*.

- Proposed lot lines, dimensions, lot numbers, and block numbers.
- A notation which shows the dimensioned setback of all existing structures, including those on adjoining properties, relative to existing property lines and to proposed lot lines, if such structures are proposed to remain and are within 30 feet of existing or proposed lot lines.
- Exact location and dimensions of all rights-of-way, tracts, easements, driveways, parks, or other public spaces, structures, lots, blocks, etc. within or adjoining the subject property, shown in reference to and in scale with the proposed subdivision and with applicable city or county file numbers.
- Existing and proposed water, sewer, power, communication and stormwater drainage systems on, under, or over the property showing size, grades, points of connection, and location.
- The lot lines and owners of adjacent properties for a distance of not less than 100 feet from the external boundaries of the subject property.
- Existing topography of the subdivision indicated by contours at two-foot intervals. If the proposed subdivision has slopes that exceed fifteen percent, five-foot contour intervals may be used in those areas.
- Typical cross-sections of the proposed grading; roads showing proposed sidewalks.
- A statement of soil type, drainage conditions, and present landscaping including a description of any natural or manmade land cover; wildlife present; the location of significant trees and proposed significant trees to be retained; all environmentally sensitive areas, their buffers, and minimum building setbacks; information required in accordance with POMC Environmental Regulations; and any other environmental factors which may be prescribed by DCD.
- Tracts of land intended to be dedicated for public use, or reserved for use of owners of the property in the subdivision, including the dimensions and square footage of such tracts.
- Titles and certificates, including legal description according to official records in the office of the county auditor; pertinent survey data compiled as a result of a survey made by or under the supervision of a land surveyor registered in the State and engaging in land surveying which contains notation stating acreage, scale, north arrow, datum, bench marks, certification for registered civil engineer or licensed surveyor, date of survey.
- If the plat constitutes a replat, the lots, block streets, etc., show the lines of the original plat with dashed lines in their proper positions in relation to the new arrangement on the plat, the new plat being clearly shown in solid lines.

Statement addressing preliminary plat criteria for approval. *POMC 20.88.040*

The draft proposed covenants (CC&R's), if any.

If the subdivision is proposed to be developed in two or more phases, include the following:

A Map Clearly Showing The Proposed Phases and providing the proposed phasing schedule. Submittal must comply with POMC 20.88.030(11).

Note: Consult with the DCD staff prior to submitting a phased development plan.

Other documentation may be required in addition what is listed above.

OWNER

1. SELECT THE APPROPRIATE STATEMENT:

- I affirm that the property affected by this application is in my exclusive ownership.
- I affirm that the property affected by this application is not in my exclusive ownership. This application is submitted with the consent of all owners of the affected property.

2. IF AN AGENT IS SUBMITTING THIS APPLICATION ON YOUR BEHALF, complete this verification statement:

As the record owner of the property listed above, I authorize _____,
as my Authorized Agent to submit this application on my behalf.

3. OWNER'S SIGNATURE MUST BE WITNESSED BY A NOTARY:

The application as completed is true and correct to the best of my knowledge.

Signature of Owner (Must be notarized)

Print Name of Owner

Date

STATE OF WASHINGTON)
) SS
COUNTY OF KITSAP)

I certify that I know or have satisfactory evidence that _____
is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument and acknowledged it to be (his/her) free and voluntary act for the uses and purposes mentioned in the instrument.

WITNESS MY HAND AND OFFICIAL SEAL this _____ day of _____, 20____.

NOTARY PUBLIC in and for the
State of Washington, residing at

My appointment expires:

SURVEYOR

Name: _____

Mailing Address: _____

City/State/Zip Code: _____

Phone No. _____ Fax No. _____

E-mail Address: _____

I certify that all of the requirements of this POMC Title 20 have been complied with.

Surveyor Signature

Date