



Development Services Division  
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Des Moines, WA 98198  
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DSW-02

## PRELIMINARY SUBDIVISION SUBMITTAL WORKSHEET

### WHAT IS THE PURPOSE OF A PRELIMINARY SUBDIVISION AND THIS WORKSHEET?

The subdivision process is a three step process that involves approval of a preliminary plat, civil plans, and a final plat. As part of the preliminary subdivision process the City will review the division or re-division of land into ten or more lots to determine if there are adequate provisions for open spaces, drainage, public streets, sidewalks, water supplies, sewer lines, fire protection, power services, parks, and other planning features required to serve the future residents. Once the preliminary subdivision is approved by the City Council, prospective applicants will receive confirmation that the layout of the roads, lots, and other features are acceptable to the City. The prospective applicant will then move to the second phase of the process: civil engineering during which the final engineering details of the subdivision will be reviewed by the City.

This worksheet has been developed to help prospective applicants prepare the required documentation that will facilitate the submittal of a complete application. Please note that this is not the official application, but a tool to assist in the compilation of the materials required for the review by the City. It is important that prospective applicants contact the Development Services Division prior to submitting of an application as some project's may not require the submittal of all the materials listed or may require additional materials not listed. The City of Des Moines offers pre-application meetings for all projects at **no cost** to the applicant.

**Application:** Provide one (1) copy of a completed Master Development Application. An on-line PDF fillable form version of the Master Development Application is available at the following web address: <http://www.desmoineswa.gov/DocumentCenter/View/119>

**Project Narrative:** Provide five (5) copies. The narrative should provide a brief and thorough description of the project. If the applicant is requesting any deviations or modifications under a modified subdivision the narrative must itemize the requested deviations and provide justification for the requested deviations.

**Title Certificate:** Provide one (1) copy. The certificate must be not more than 30 days old at the time of submittal, and must include copies of all easements, deed restrictions and other encumbrances restricting use of the site.

**Preliminary Design Documents:** Provide five (5) drawings prepared by a licensed surveyor. The preliminary design documents shall include the following information as required by DMMC § 17.40.010:

- Proposed name of the subdivision, if applicable;
- Legal description;
- Name, address, and phone number of the owner and agent, if any;
- Scale, date, and north arrow;
- Existing topography of the subdivision indicated by contours at two-foot intervals. If the proposed subdivision has slopes that exceed 15 percent, five-foot contour intervals may be used in those areas;

- Location and extent of significant natural features, such as streams, wetlands, the size and species of all significant trees, and any bodies of water on and adjacent to the property;
- An indication of which trees are proposed to be retained;
- Present zoning classification of the subject property and adjacent properties;
- 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;
- Exact location, dimension, and number or name of all rights-of-way, tracts, easements, driveways, parks or other public spaces, structures, lots, blocks, etc., shown in reference to and in scale with the proposed subdivision;
- Existing and proposed water, sewer, power, communication, and drainage systems on, under, or over the property showing size, grades, and location;
- Layout, name, and dimensions of proposed rights-of-way, tracts, and easements;
- Vertical and horizontal profiles for proposed rights-of-way and private access tracts.
- Layout, number, dimensions, and square footage of proposed lots and tracts;
- 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;
- 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 any proposed lot lines;
- Tax lot numbers as assigned by the county auditor;
- Additional copies of the subdivision drawings shall be provided as required by the planning official to distribute to other agencies, the planning agency, and the city council.

**Notice Map:** Provide one (1) copy of the plat layout on 8.5"x11" paper.

**Vicinity Map:** Provide one (1) copy of a vicinity map on 8.5"x11" paper.

**Radius map:** Please provide (1) copy. The radius map shall identify all properties within 300 feet of the proposed property. The radius may be enlarged depending on the nature of the project.

**Mailing Labels:** Please submit one (1) copy. Provide a complete list of the names, parcel numbers, and tax payer's official mailing addresses as shown in the records of the King County Assessor's Website for all properties within 300 feet of the boundaries of the subject site. If the official mailing address is different than the site address, provide a mailing label with the site address addressed to "Occupant/Tenant". It will be the applicant's responsibility to complete the mailing.

**Boundary Survey:** Provide one (1) copy. The survey must be certified by a licensed surveyor and it must reference either the Washington Coordinate System (North Zone), the King County Coordinate System, or a properly determined subdivision corner. Exterior boundary corners shall be set using appropriate permanent materials in the ground.

**Certificate of Water Availability:** Please provide one (1) copy.

**Certificate of Sewer Availability:** Provide one (1) copy.

**State Environmental Policy Act (SEPA) Documentation:** All subdivisions require a SEPA review in conjunction with the review of the subdivision; therefore, the applicant shall provide two (2) copies of a complete SEPA Checklist. A word version of the SEPA checklist is available at the following web address: <http://www.desmoineswa.gov/DocumentCenter/View/1647>

**Environmental Documentation:** The site plan should show the distance from any environmental features defined in Chapter 18.86 DMMC. In the case of a steep slope show the toe and/or top of the slope. For wetlands, show the wetland boundary and for water bodies please show the ordinary high water mark or the top of the bank of a stream. Provide a written explanation of the proposal's compliance with the criteria specified in Chapter 18.86 DMMC. Other plans, special studies, mitigation plans, or other information shall be provided as required for development within sensitive areas and their buffers per the City's Environmentally Critical Areas Code. Provide three (3) copies.

**Geotechnical Report:** Provide two (2) copies if required.

**Preliminary Technical Information Report (TIR):** Provide three (3) copies. The City's Surface Water Management Engineer will determine if a TIR is warranted at the pre-application for the project.

**Traffic Impact Analysis (TIA):** Provide three (3) copies. The City's Transportation Engineer will determine if a TIA is warranted at the pre-application for the project.

**CD:** Provide a CD that contains all the PDF versions of the studies and complete site plans. The CD will also include the CAD layer for the proposed lot lines.

**Additional Information Requirements:** Special studies or material requested by the City necessary for the review of the application.

**Application Fees:** As required by the current Development Services Fee Schedule.

**TO BE COMPLETED BY DEVELOPMENT SERVICES STAFF**

LIST OF ADDITIONAL INFORMATION REQUIRED:

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