



## Preliminary Plat/ Final Plat Subdivision Approval Application

(PLEASE PRINT CLEARLY OR TYPE IN BLUE OR BLACK INK)

<p><i>Land Development Code: Section 20</i></p> <p><i>Land subdivisions into more than 4 lots, tracts, parcels, sites or divisions, with public dedications, for the purpose of sale, lease, or transfer of ownership, except provided in Section 14.02</i></p> <p>For complete procedures for obtaining approval to subdivide within the City of Toledo can be found under Title 11 Section 17 of the Toledo City Code.</p>	<p><b>Official Use Only</b></p> <p>Date Received: _____</p> <p>Received By: _____</p> <p>Fee Collected: _____</p> <p>Application Conference: _____</p> <p>Determination of Completeness: _____</p> <p>Transmittal to Planning Commission: _____</p> <p>Notice of Application: _____</p>	<p><b>Official Use Only</b></p> <p>Newspaper Publication: _____</p> <p>Property Owners Mailing: _____</p> <p>SEPA Threshold Decision: _____</p> <p>Open Record Hearing before PC: _____</p> <p>City Council Meeting: _____</p> <p>Decision: _____</p> <p>Notice of Decision sent to Applicant: _____</p>
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### Checklist for Preliminary Plat/Final Plat Subdivision

Fill out and submit the Preliminary Plat/Final Plat Subdivision Application and Land Use Permit Application and SEPA Checklist (if applicable)

Submit **5 copies** of a map, minimum 8 ½ x 11, maximum 11x17 from a license professional surveyor meeting the following requirements for recording by the Lewis County Auditor:

- A label identifying the map as the correct land division name.
- Original legal description and proposed legal description on the face of the map.
- Streets on/and adjacent to the tract, including name; right-of-way width and location; elevation of surfacing, including type and width; walks, curbs, gutters, culverts, etc.
- Zoning district designation on and adjacent to the tract.
- Vicinity map, the date and north arrow.
- Names and addresses of the owner.
- Square feet of the proposed lots.
- The original lot lines.
- Proposed lot lines with number assigned to each lot. Lot numbers are to begin with number (1) and proceed in consecutive order.
- Location, width, and names of all existing streets, ingress, egress, or easements within or adjacent to the proposal, including, but not limited to, existing or proposed easements to provide access to each lot, and indication as to whether they are public or private and the Auditor's File Number.
- Location of existing structures, fences, buildings and improvements.
- Location of natural features such as water bodies, rivers, steep slopes and wetlands.
- Point of proposed access for each lot to the city street, whether each lot shall use a common access or have individual access.

- Location (to the extent possible) of all section subdivision lines reference in the legal description of the entire property to be subdivided.
- Ground elevations on the tract, based on a datum plane approved by the city engineer for land that slopes less than approximately 2%; show spot elevations at all breaks in grade along all drainage channels or swales and all selected points not more than 100 feet apart in all directions. For land that slopes more than approximately 2%; either show contours with an interval of no more than 5 feet if ground slope is regular and such information is sufficient for planning purposes or show contours with an interval of no more than 2 feet if necessary because of irregular land or need for more detailed data for preparing plans and construction drawings.
- Other conditions on adjacent land, including approximate direction and gradient of ground slope including any embankments or retaining walls; character and location of buildings, railroads, power lines, towers and other non-residential land uses or platted land within 300 feet of the subject property. Refer to subdivision plat by name, recording date, volume page number and show lot size and dwelling units.
- Typical cross-sections of the proposed grading, roadway and sidewalk.
- Proposed public improvements, including highways or other major improvements planned public authorities for future construction on or near the tract.
- Sites, if any, to be reserved or dedicated for parks, playgrounds or other public uses.
- Utilities on and adjacent to the tract, including location, size and invert elevation of sanitary, storm and combined sewers; location and size of water mains; location of gas lines; fire hydrants; electric and telephone poles and street lights. If water mains and sewers are not on or adjacent to the tract, indicate the direction and distance to and size of nearest ones, showing invert elevation of sewers.
- Proposed sanitary, storm water and water systems plan with points of connection, grades and sizes indicated.
- Title and certificates, including a 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 engaged in land surveying which registered civil engineer or surveyor and date of survey.
- Draft of proposed covenants, if any.

Pay the required fees. Various fees and costs are required.

## **Preliminary Plat/Final Plat Subdivision Information**

### **After submittal**

Once all completed permit applications are submitted the Planning Commission shall review the Preliminary Plat/Final Plat Subdivision Application, conduct a public hearing, review written testimony prior to making a recommendation to approve. The recommendation to approve will be forwarded to the City Council for approval.

### **Expiration**

Valid for 1 year from the date of approval by City Council. During which time, a final plat may be submitted.

## LAND DIVISION

Parcel Number(s) \_\_\_\_\_

How many lots are proposed? \_\_\_\_\_

Total square feet of the parcel(s) \_\_\_\_\_

Size of the proposed lot(s):

Lot 1 \_\_\_\_\_

Lot 2 \_\_\_\_\_

Lot 3 \_\_\_\_\_

Lot 4 \_\_\_\_\_

Proposed use of proposed lots:

Lot 1    Residential       Commercial       Industrial

Lot 2    Residential       Commercial       Industrial

Lot 3    Residential       Commercial       Industrial

Lot 4    Residential       Commercial       Industrial

### Sewer

*Existing*

City Sewer on lot(s) # \_\_\_\_\_

None

*Proposed*

City Sewer on lot(s) # \_\_\_\_\_

### Water

*Existing*

City Water on lot(s) # \_\_\_\_\_

None

*Proposed*

City Water on lot(s) # \_\_\_\_\_

Name of city street used for access \_\_\_\_\_

Streets in the subdivision will be?       Dedicated to City of Toledo       Private

I/we certify that I have read and understand the information on this application and affirm the information and documents provided is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date