



**DOUGLAS COUNTY
TRANSPORTATION & LAND SERVICES**

140 19TH STREET NW, SUITE A • EAST WENATCHEE, WA 98802
PHONE: 509/884-7173 • FAX: 509/886-3954

Short Plat Application Checklist

The following information must be submitted or the application will not be accepted at the counter

Applicant	Counter Complete		Staff Review
<input type="checkbox"/>		Completed a Pre-Application meeting	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Completed Master Application Form	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	SEPA Checklist (if required, check pre-app file)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Short Plat Drawing – 11 copies (if greater than 11x17). Includes the following information: <ul style="list-style-type: none"> - Date - Drawn to scale (include scale) - North Arrow - Name, address & phone number of property owner(s) - Dimension all existing and proposed property lines - Lot numbers and approximate area of each lot - Location, width and type of existing and/or proposed roads and easements for roads - Location of all existing utility service lines (water, sewer, gas, power, irrigation) - Location of other significant features, such as, existing structures, septic fields, slopes, low areas, water bodies, etc. - Addresses of existing structures (if any) - If the short subdivision is within an existing plat, the existing lot lines, lot numbers and block numbers shall be shown as “ghost lines”. 	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	11x17 reduction of the short plat drawing	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	3 copies of road or stormwater information required by Engineering. (see pre-app file)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Check pre-application file to see if any additional studies are required. (i.e. critical areas studies, reserve lot management plan)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Applicable Douglas County Fees – See pre-app file, recalc if changed from pre-app.	<input type="checkbox"/>