

PRELIMINARY SHORT PLAT FINAL REVIEW REQUEST FORM

ABOUT PRELIMINARY SHORT PLAT FINAL REVIEW

Preliminary Short Plat Final Review is an optional process to help ensure the timely recording of an applicant’s final plat.

This review allows applicants to get a preliminary review of their application before the required infrastructure and other improvements are completed.

Once the review is complete, staff provides a comment letter so that applicants can adjust their application materials and better prepare for final short plat submittal.

APPLICATION SUBMITTAL TIMING

Applications for Preliminary Short Plat Final Review may be submitted no earlier than 60 days prior to the planned submittal date for the full application for Final Short Plat.

APPLICATION REVIEW PROCESS

A preliminary short plat final review is a Type 2 decision made by the Director.

FEES

| |
|---|
| FEES APPLICABLE TO THIS PROJECT |
| Pre-Final Review |
| <u>See current fee schedule</u> |

Code Reference

Plat Maps
[SMC 21.02.060\(E\)](#)

Resources

[King County iMap](#)
[Sammamish Property Tool](#)

Questions?

[Submit Project Guidance](#)
[Visit the Permit Center](#)

City of Sammamish
801 228th Ave SE
Sammamish, WA 98075
www.sammamish.us

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OWNER INFORMATION

Owner is organized as an LLC*

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____

APPLICANT/REPRESENTATIVE INFORMATION

Applicant is organized as an LLC*

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____

**O2020-513 requires owners/applicants organized as a single-member or multiple-member LLC to provide the names and addresses of all members, including all individuals who hold transferable interests in the applicant or its members. Please provide this information using the supplemental form on www.MyBuildingPermit.com.*

PROPERTY INFORMATION

Property Address: _____

Parcel Number(s): _____

Total Lot Area(s): _____ Total Critical Areas on Property: _____
(Square Feet) (Square Feet)

Please complete the below for any critical areas on property:

| Type | Total Area (Square Feet) | Type | Total Area (Square Feet) |
|---|-----------------------------|--|-----------------------------|
| <input type="checkbox"/> Frequently flooded area | _____ | <input type="checkbox"/> Lake | _____ |
| <input type="checkbox"/> Landslide area | _____ | <input type="checkbox"/> Critical aquifer recharge area | _____ |
| <input type="checkbox"/> Seismic hazard area | _____ | <input type="checkbox"/> Wetland | _____ |
| <input type="checkbox"/> Erosion hazard area | _____ | <input type="checkbox"/> Stream | _____ |
| <input type="checkbox"/> Erosion hazard near sensitive water bodies overlay | _____ | <input type="checkbox"/> Fish & wildlife habitat conservation area | _____ |

Site Description:

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SUBMITTAL CHECKLIST

A PDF of each document is required at time of submittal. Please label files as numbered and listed below:
(For example: 02 Project Narrative)

- 01. Signed Application Form
- 02. Acceptance of Financial Responsibility - Affidavit of Applicant Status
- 03. Declaration for Assessment & Collection of Impact Fees
- 04. Developer Contribution Summary
- 05. Title Report (<30 days old)
 - Must be less than 30 days old
 - Must be for the parcel(s) related to this application
- 06. Lot Closure Calculations
- 07. Legal Description
 - Must be for parcel(s) related to this application
 - Must be a title verified description by a Washington State licensed surveyor
- 08. Condition Compliance Matrix
- 09. Storm Drainage Analysis (Technical Information Report) (if applicable)
- 10. PW Standards Deviation (if proposed)
- 11. Final Plat Map
- 12. Tree Retention Compliance Form

CERTIFICATIONS & SIGNATURES

I have read this application in its entirety and certify that all information submitted, including any supplemental information, is true and complete to the best of my knowledge. I acknowledge that willful misrepresentation of information will terminate this permit application. I understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed pursuant to [SMC 21.09.010](#).

Owner Signature: _____ Date: _____

Applicant/Representative Signature (if applicable) _____ Date: _____

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ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on MyBuildingPermit.com.
- 2 Select "Apply For Permit" and then select "Sammamish" as the jurisdiction.
- 3 Select the following:

| <u>Application Type</u> | <u>Project Type</u> | <u>Activity Type</u> | <u>Scope of Work</u> |
|-------------------------|---------------------|----------------------|-------------------------------------|
| Land Use | Any Project Type | Land Division | Preliminary Short Plan Final Review |
- 4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.