



PLANNING DEPARTMENT

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Preliminary Short Plat Counter Checklist

This checklist includes the required information for submitting a PRELIMINARY SHORT PLAT. Applications will not be processed until all of the following information is submitted and determined "Counter Complete" by City staff.

- ☐ General Application, completed and signed
- ☐ Supplemental application for Preliminary Short Plat, completed and signed
- ☐ Environmental Checklist as per Centralia Municipal Code 16.40 (if required)
- ☐ Filing fees
- ☐ Additional application information may be requested and may include, but is not limited to, the following:
 - ☐ Critical area studies
 - ☐ Noise studies
 - ☐ Air quality studies
 - ☐ Transportation impact studies
 - ☐ Geotechnical reports
 - ☐ Other: _____
- ☐ Storm water plans
- ☐ Water/wastewater application
- ☐ Sewage permit documentation from Lewis County Environmental Health (if applicable)
- ☐ Well site documentation from Lewis County Environmental Health (if applicable)
- ☐ Phasing of the proposed planning (if applicable)
- ☐ A list of name and addresses of adjacent property owners.
- ☐ Proposed street names
- ☐ Significant historic, cultural or archaeological resources
- ☐ One 11" x 17" or one electronic copy of the site plan, and one full size copy drawn to a minimum scale of 1" = 100' on a sheet no larger than 24"x 36", which will include the following:
 - ☐ Plat name and the name of any subdivision being replatted
 - ☐ Name and mailing address of the owner and the person with whom official contact should be made regarding the application
 - ☐ Surveyor's name, mailing address and contact number
 - ☐ Legal Description and parcel number
 - ☐ Section, township, and range
 - ☐ Vicinity map
 - ☐ North arrow, scale, and date
 - ☐ Acreage of the site
 - ☐ Number of lots and proposed density
 - ☐ Zoning designation
 - ☐ Boundary lines of proposed subdivision

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SP# _____

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- ☐ City limits and section lines
- ☐ Park or open space (if proposed)
- ☐ Existing topography at two-foot intervals
- ☐ Proposed buildable areas showing setbacks.
- ☐ Boundaries and approximate dimensions of all blocks and lots, together with the numbers proposed to be assigned to each lot and block, and the dimensions, square footage and acreage of all proposed lots and tracts.
- ☐ The name and location of adjacent subdivisions.
- ☐ Show the location and layout of existing streets which are adjacent to or across contiguous right of way (ROW) from the proposed development.
- ☐ Identify the following uses.

Existing	Proposed	
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- | | | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | Buildings |
| ☐ | ☐ | Wells |
| ☐ | ☐ | Well head protection areas |
| ☐ | ☐ | Sewage disposal systems |
| ☐ | ☐ | Water courses |
| ☐ | ☐ | Bodies of water, including wetlands |
| ☐ | ☐ | Flood zones |
| ☐ | ☐ | Culverts |
| ☐ | ☐ | Bridges |
| ☐ | ☐ | Structures |
| ☐ | ☐ | Overhead and underground utilities |
| ☐ | ☐ | Railroad Lines |
| ☐ | ☐ | Other features existing upon, over or under the land proposed to be subdivided, identifying any which are to be retained or removed. |
| ☐ | ☐ | All critical areas |

- ☐ Location and width of, but not limited to, the following types of access:

Existing	Proposed	
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- | | | |
|--------------------------|--------------------------|------------------------------------|
| ☐ | ☐ | Streets |
| ☐ | ☐ | Alleys |
| ☐ | ☐ | Right of Way's |
| ☐ | ☐ | Easements, both public and private |
| ☐ | ☐ | Turn arounds |
| ☐ | ☐ | Emergency Access |