

Preliminary Long Subdivision Submittal Requirements Checklist

THE APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION.

A. The completed original application making sure that all of the required signatures have been obtained.

B. Twelve(12) copies of a preliminary subdivision plat, drawn to an engineering scale, are required for the preliminary subdivision plat review process. The preliminary plat must be prepared by a land surveyor registered in accordance with the requirements of RCW 18.43.010 and must contain all information required by Section 18.04.630 of the Ephrata Subdivision Code. All large maps must be folded to fit into an 8 1/2 X 14-inch envelope with the application name of the plan showing. The following information must be provided:

1. Vicinity map clearly showing the location of the project with respect to public streets and other parcels and development.
2. Subdivision name and number.
3. Name and address subdivision engineer.
4. Date of plat preparation.
5. Existing and proposed platted property lines and section lines.
6. True north point and engineering scale(1"=20' NOT 1/8"=1' architectural scale).
7. Grant County tax identification number.
8. Total area to be subdivided.

9. Approximate square footage and approximate percent of total area in open space.
10. Dimensions of each lot and tract.
11. Total area of each lot and tract(square footage).
12. Lot numbers.
13. Location of all existing and proposed public and private roads, driveway accesses, alleys, tracts and road right-of-ways, railroads, bridges and easements(access, utility, stormwater, etc.) on the site or adjoining lands to a distance of **one hundred(100) feet from the edge of the subject property** and all existing roads or driveways within three(300) hundred feet of the subject property on both sides of all streets, in both directions along public street frontages.

Include:

- Road names and dimensions, curbs and gutters or edge of pavement
 - Sidewalks, pathways including how students and other pedestrians will walk to school and transit stops via sidewalks or other planning features that assure safe walking conditions.
 - Illustrate how access and utilities will be provided to all lots.
14. All major manmade or natural features.
 15. All existing structures with ground floor square footage of each building.
 16. Distances of structures from existing and proposed lot line within or abutting the subdivision.
 17. Location of fire hydrants closest to the site.
 18. Adjacent uses (undeveloped, single family, commercial, etc.).



19. Location of water and sewer mains closest to the site and show how all lots will be served by water and sewer including the names of water and sewer providers.
20. Water features, including but not limited to, ponds, year-round or seasonal streams, creeks, gully or natural drainage way, drainage ditches, etc.
21. Critical areas such as hazard area slopes and endangered wildlife habitat.
22. Contours and/or elevations, at a minimum of five-foot intervals. Contour lines shall extend at least one hundred(100) feet beyond the boundaries of the proposed plat.
23. Names, locations and dimensions of proposed parks, open spaces, tracts and reservations, including Sensitive Area Tracts for Wetlands, Hazard Area Slopes.
24. Statement of soil type, drainage conditions and the existing landscape including description of any natural or manmade land cover, wildlife present and any other environmental factors applicable to the site.
25. The complete legal descriptions of all parcels involved with the proposed subdivision.

C. One(1) copy of signed Certificates of Water and Sewer Availability, if served by other than City of Ephrata Water and Sewer. **Please verify service district area with Public Works prior to submitting an application.** Certificate forms are attached.

D. One(1) copy of simplified development plan at a reduced size of 8 1/2 x 11-inch sheet. This simplified map should only include the following information:

1. Name of project.
2. Applicant contact information; name, address, phone number of contact.
3. Existing and proposed property lines.
4. North Arrow.
5. Grant County tax identification number.
6. Existing and proposed buildings.
7. Lot numbers.
8. Existing and proposed public and private roads, clearly labeled and legible.
9. Sensitive areas such as wetlands, slopes or endangered wildlife habitat.
10. Major manmade or natural features: drain fields, bus stops, etc.
11. Public and private easements.

All above items and any other material that was previously identified by the City (i.e. at the pre-application conference) must be submitted at the time of application in order for the application to be accepted as complete.

NOTE: As part of the building permit review process for each new home, residential design review will be required per the standards contained in Ephrata Municipal Code section 16.

