



PRELIMINARY PLAT/ SHORT PLAT/ BINDING SITE PLAN APPLICATION

Liberty Lake Planning, Engineering & Building Services
22710 E. Country Vista Drive, Liberty Lake WA 99019
Phone: (509) 755-6704 Fax: (509) 755 6713
Website: www.libertylakewa.gov

A PRE-APPLICATION CONFERENCE IS STRONGLY ENCOURAGED PRIOR TO SUBMITTAL OF THIS APPLICATION. TO SCHEDULE A PRE-APPLICATION CONFERENCE, PLEASE CONTACT PLANNING, ENGINEERING & BUILDING SERVICES.

APPLICATION - PART 1

ANSWER THE FOLLOWING, AS APPLICABLE (ANSWER N/A IF NOT APPLICABLE)

APPLICANT 1:

Name: _____ Contact Person: _____
Mailing Address: _____ Phone: _____
City/State/Zip: _____ Fax Number: _____
Signature: _____ E-mail: _____

APPLICANT 2:

Name: _____ Contact Person: _____
Mailing Address: _____ Phone: _____
City/State/Zip: _____ Fax Number: _____
Signature: _____ E-mail: _____

AGENT/ CONSULTANT/ ATTORNEY: (mandatory if primary contact is different from applicant or property owner)

Name: _____ Contact Person: _____
Mailing Address: _____ Phone: _____
City/State/Zip: _____ Fax Number: _____
Signature: _____ E-mail: _____

PROPERTY OWNER:

Name: _____ Contact Person: _____
Mailing Address: _____ Phone: _____
City/State/Zip: _____ Fax Number: _____
Signature: _____ E-mail: _____

PROPERTY OWNER 2 : (if more than two property owners attach additional info/signature sheets)

Name: _____ Contact Person: _____
Mailing Address: _____ Phone: _____
City/State/Zip: _____ Fax Number: _____
Signature: _____ E-mail: _____

The above signed property owners certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we are all of the legal owners of the property described above and designate the above listed agent/consultant/attorney to act as our agent with respect to this application.

Site Address / Location: _____

Parcel Number(s) of Project / Proposal: _____

Legal Description of Project / Proposal: _____

Section____ Township____ Range____ Source of Legal Description: _____

Parcel Size(s): _____

Adjacent Area Owned or Controlled (acres or sq. ft.): _____

Parcel Number(s) of Adjacent Area: _____

Description of Proposal: _____

Current
Designation

Requested
Designation

Land Use Map: _____

Zoning Map: _____

Existing Use of Property: _____

Proposed Use of Property:

Single Family Dwellings

Duplexes

Multifamily Dwellings

Manufactured Homes

Commercial

Industrial

Mixed Use

Other (describe): _____

Proposed Number of Lots / Parcels: _____

Gross Area (acres): _____

Typical Lot Size: _____

Smallest Lot Size: _____

(Density Calculations are for Residential & Mixed Use Only)

Proposed Net Density*: _____

Minimum Lot Frontage: _____

* Net density is units or lots per acre minus the area public or private right of way, parks, common open space, and any other nonresidential use.

Net Density= Total Lots/ (Gross area of site - right of way, parks, common open space, and any other nonresidential use)

Gross density is units or lots per acre.

Gross Density= Total Lots/ Gross area of site

Example: 500 lots on a 150 acre with 30 acres of right of way and parks

Net density = 500 / (150 - 30) = 4.16 units per acre, Gross density = 500 / 150 = 3.33 units per acre

Is Dedication of Land for Public Use Proposed? (ROADS, PARKS, OPEN SPACE, SCHOOLS): YES NO

If Yes, Explain: _____

Utility Companies / Districts to Provide Service to this Proposal

School District: _____ Fire District: _____

Sewer Purveyor: _____ Water Purveyor: _____

Electricity: _____ Gas: _____

Phone: _____ Cable: _____

Proposed Source of Water & Sewage Disposal? Public system Other (describe): _____

List Previous Planning Actions Involving Subject Property: _____

Proposed Street Improvements:

- Private Driveway (3 lots or less)
- Private Road(s)
- Public Road(s)
- Public R/W w/ Private Access
- Arterial Roads
- Other (please describe): _____

Name of Public Street(s) Providing Access: _____

Width of Property Fronting on Public Street: _____

Auditor Recording No.(s) of Private Street Easement(s) and Maintenance Agreements Providing Access:

Does the Proposal Have Access to an Arterial or Planned Arterial: YES NO

Name of Arterial Street(s): _____

Have You Provided Access to Adjacent Property that is "Land Locked" Without Access to Public Streets?

YES NO

If No, Explain Why: _____

If You Do Not Hold Title to the Property, What is Your Interest In It? _____

Do You, or the Owner in the Event You Do Not Own This Property, Have Any Plans for Future Additions, Expansions, or Further Activity Related to this Proposal? YES NO

If Yes, Explain: _____

What are the surrounding conditions that warrant this action? _____

What Factors Support the Project? _____

What Impacts Will the Proposed Project Have on the Adjacent Properties? _____

What Measures Do You Propose to Mitigate Your Proposal's Impact on Surrounding Land Use? _____

Does the Proposal Site Include or Is It Adjacent to a Water Body? YES NO
(EXPOSED STANDING WATER, POND, YEAR ROUND STREAM, RIVER, OR LAKE)

If Yes, List: _____

Does the Proposal Site Have Any Wetlands? YES NO
(OPEN WATER, SEASONAL WATER, MARSH AREAS, SATURATED SOILS OR WETLAND PLANTS SUCH AS "CAT TAILS")

If Yes, List: _____

Which Type of Wetlands Exists on the Site? (if applicable) TYPE I TYPE II TYPE III TYPE IV

If Wetlands Exist, How Close to the Edge of the Wetland Do You Plan to Develop? _____ Feet

Explain: _____

Does the Proposed Site Presently Have Any Fish or Wildlife Habitat? YES NO

If Yes, List: _____

Does the Proposed Site Have Other Critical Areas? (SUCH AS SLOPES OVER 30%, UNSTABLE SOIL OR ROCKS PRONE TO LANDSLIDES, SEVER EROSION, FLOODING OR OTHERS) YES NO

If Yes, List & Explain: _____

Is a Homeowner's Association or Property Owner's Association Proposed? YES NO

Estimated Time Period Expected for Complete Development of this Proposal & Number of Proposed Phases:

APPLICATION - PART 2

THE ITEMS BELOW MUST BE SUBMITTED WITH YOUR APPLICATION, AS APPLICABLE:

- APPLICATION FORM**
Submit an electronic copy of the completed application on the attached form with all signature blocks completed. Non-refundable application fees and associated environmental fees may be paid over the phone with a credit card or by check at City Hall (contact Planning, Engineering & Building Services for a copy of the current fee schedule). *NOTE: Acceptance of the application and fees does not guarantee approval of the plat, short plat, or binding site plan.*
- AGREEMENT TO PAY FEES**
- ASSESSOR'S SECTION MAPS**
Submit 1 electronic copy of current County Assessor maps showing the subject property outlined in red and adjacent property owned or under option to the owner or sponsor (indicate adjacent property with a red dashed line). Adjacent includes property located across roads and rivers, etc. Assessor maps are available at the County Assessor's Office and must be current (less than 30 days old) at the time of submittal.
- ZONING SECTION MAP**
Submit 1 electronic copy of the official zoning map with the boundary of the proposed zone change(s) indicated in red, with the proposed zoning labeled on the property.
- TITLE REPORT:** Less than 30 days old, prepared by a Title Company licensed to do business in the state of Washington.
- LEGAL DESCRIPTION**
The legal description of the property shall be illustrated on the preliminary plat, and must match the description on the title report.
- ENVIRONMENTAL CHECKLIST** (not applicable for Short Plats)
- CERTIFICATE OF WATER & SEWER AVAILABILITY**
Submit 1 electronic copy of a signed certificate of water availability from the water purveyor and 1 copy of a letter from the sewer purveyor discussing how sewer will be provided to the site (size of lines and improvements required to connect) and whether the required improvements are in conformance with the approved sewer comprehensive plan or an amendment to the sewer comprehensive plan is required.
- REQUIRED PUBLIC NOTICE** - Planning, Engineering & Building Services staff will provide you with the preparation instructions.
- PRELIMINARY BINDING SITE PLAN MAPS (SEE CITY DEVELOPMENT CODE SECTION 10-4D-13 FOR REQUIREMENTS)** - *For binding site plan submittal ONLY*
Submit 1 electronic map in pdf format.

- PRELIMINARY SHORT PLAT MAPS (SEE CITY DEVELOPMENT CODE SECTION 10-4D-4 FOR REQUIREMENTS)** - *For short plat submittal ONLY*
Submit 1 electronic plat map in pdf format.
- PRELIMINARY PLAT MAPS (SEE CITY DEVELOPMENT CODE SECTION 10-4D-4 FOR REQUIREMENTS)** - *For plat and plat w/ zone reclassification submittal ONLY*
Submit 1 electronic plat map in pdf format.
- PLANNED UNIT DEVELOPMENT SUBMITTALS (SEE CITY DEVELOPMENT CODE SECTION 10-4E-7 FOR REQUIREMENTS)** - *For plats w/ a PUD Overlay only)**
Submit 1 electronic map in pdf format.
* Plats with PUD Overlays may combine the Preliminary Plat Map and the Preliminary PUD Site Plan into one Preliminary Planned Unit Development (PUD) Plat
- SITE ANALYSIS MAP (SEE CITY DEVELOPMENT CODE SECTION 10-4D-4 FOR REQUIREMENTS)** - *For plats and short plats ONLY*
Submit 1 electronic map in pdf format.
- PROPOSED LANDSCAPE PLAN & PRELIMINARY STREET LIGHTING PLAN (SEE CITY DEVELOPMENT CODE SECTION 10-4D-4 FOR REQUIREMENTS)** - *For plats and short plats ONLY*
Submit 1 electronic map in pdf format.
- PHASING PLAN**
Submit 1 electronic map in pdf format (if applicable).
- TYPICAL STREET CROSS SECTION DETAIL W/ APPROXIMATE CENTER LINE GRADE**
Submit 1 electronic map in pdf format (if applicable).
- TYPICAL SETBACK DETAIL**
Submit 1 electronic map in pdf format.
- DRAFT COVENANT'S, CONDITIONS, & RESTRICTIONS - CCR'S (IF AVAILABLE & APPLICABLE)**

CRITICAL AREA EXHIBITS (SEE CITY DEVELOPMENT CODE ARTICLE 10-6B CRITICAL AREAS FOR REQUIREMENTS)

- Wetland Report (if applicable)
- Habitat Management Plan (if applicable)
- Preliminary Geo-Hazard Evaluation Report
- Hydrogeologic Report
- Previous site-specific environmental studies and/or reports (if applicable)

- Other: _____
- Other: _____
- Other: _____
- Other: _____

NOTES

APPLICATION - PART 3

SURVEYOR VERIFICATION

I, THE UNDERSIGNED, A LICENSED LAND SURVEYOR, HAVE COMPLETED THE INFORMATION REQUESTED. THE MAP / SITE PLAN HAS BEEN PREPARED BY ME OR UNDER MY SUPERVISION IN ACCORDANCE WITH THE REQUIREMENTS OF THE CITY OF LIBERTY LAKE ZONING / SUBDIVISION REGULATIONS AND THE LAWS OF THE STATE OF WASHINGTON.

PRINTED NAME: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SIGNATURE OF SURVEYOR

DATE

I, THE UNDERSIGNED, SWEAR OR AFFIRM UNDER PENALTY OF PERJURY THAT THE ABOVE RESPONSES ARE MADE TRUTHFULLY AND TO THE BEST OF MY KNOWLEDGE. I FURTHER SWEAR OR AFFIRM THAT I AM THE OWNER OF RECORD OF THE AREA PROPOSED FOR THE PREVIOUSLY IDENTIFIED LAND USE ACTION, OR, IF NOT THE OWNER. ATTACHED HEREWITH IS WRITTEN PERMISSION FROM THE OWNER AUTHORIZING MY ACTIONS ON HIS/HER BEHALF.

PRINTED NAME: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SIGNATURE OF APPLICANT OR REPRESENTATIVE

DATE

STATE OF WASHINGTON)
) ss:
CITY OF LIBERTY LAKE)

Notary: Signed and sworn to before me this _____ day of _____, 20_____

Notary Public in and for the State of Washington

Residing at: _____

My Appointment Expires: _____

THIS APPLICATION AND ALL SUPPORTING MATERIAL REQUIRED BY THE CITY MUST BE SUBMITTED AT THE TIME OF APPLICATION IN ORDER FOR THE APPLICATION TO BE COMPLETE.

(PLANNING, ENGINEERING & BUILDING SERVICES OFFICE USE ONLY)

DATE RECEIVED: _____

RECEIVED BY: _____

DATE COMPLETE: _____

FILE NUMBER: _____

TOTAL FEES: _____

RECEIPT NUMBER: _____