



23204 58th Avenue W
Mountlake Terrace, WA 98043
Phone 425.744.6267

PermitSpecialist@mltwa.gov

www.cityofmlt.com

SUBDIVISION PERMIT APPLICATION

FOR STAFF USE ONLY

Permit(s) Number(s) _____
Plan Check Fee \$ _____ State Fee \$ _____
Permit Fee \$ _____ Certificate of Occupancy Fee \$ _____
Receipt Number(s) _____ Total Fees \$ _____

Processed by: _____ (Initials) Date: ____/____/____

- Preliminary Plat Final Plat Short Plat Boundary Line Adjustment
- Binding Site Plan Fee Simple Unit Lot Amendment to Preliminary Decisions

Proposed Name of Subdivision (or Binding Site Plan) _____

Site Location (Address) _____

Tax Account (Parcel) Number(s) _____

Legal Description (Of property to be divided/adjusted) _____

Lot Size (Of property to be divided/adjusted) _____ sq.ft./acres Zoning District _____

Description of Subdivision/Proposal:

- | | |
|---|--|
| 1. No. of lots in proposed subdivision _____. | 5. Size of tracts in subdivision dedicated to: |
| 2. Minimum lot size _____ sq.ft.* | a. Open space _____ sq.ft. |
| 3. Maximum lot size _____ sq.ft.* | b. Parks _____ sq.ft. |
| 4. Average lot size _____ sq.ft.* | c. Roads or access _____ sq.ft. |

*Note: Items 2 – 4 are not applicable (N/A) to binding site plans and fee simple unit lot subdivisions.

Description of Access/Circulation:

1. Abutting or nearest public street name(s) _____
2. Site has access to public street via: Abutting public right-of-way _____ ft. wide access easement
3. Roads within the subdivision will be: Public Private N/A

Existing Easements on the Site (describe by type and width) _____

Easement Access(es) to the Site (describe by type and width) _____

Existing Site Improvements to be retained (e.g., buildings, streets, fences, pavement, structures, etc.)

Existing Site Conditions

Description of site vegetation (Specify type, size and location of existing trees) _____

Description of site topography (Specify approximate grade/slope and direction of slope) _____

Are there any wetlands or streams on the site? Unknown Yes No
(If so, please specify size, type and location) _____

Does the site have flowing or standing water (regularly or seasonally)? Yes No
(If so, please specify location and how often water is present) _____

Abutting Land Uses

Please specify how abutting properties are currently developed, e.g., commercial, industrial, residential, recreational or vacant:

North _____ South _____ East _____ West _____

Supplemental Information

In addition to the above information, the applicable supplemental application pages must be completed, depending on the proposed subdivision type, i.e., boundary line adjustment, short plat, preliminary plat, final plat, binding site plan or fee simple unit lot.

Applicant's Statement: I _____ (name) hereby affirm, under penalty of perjury, that I am the applicant of this proposal and that the property(ies) affected by this application, including any easements, is(are) under my exclusive ownership, or that this application has been submitted with the consent of all owners of the affected property(ies), including any easements.

Signature: _____ Date: _____

Owner or Owner's Representative Statement: I (We) _____ (name(s)) hereby affirm, under penalty of perjury, that I (we) am (are) the exclusive owner(s) of the property(ies) affected by this application, including any easements, or that I (we) am (are) the authorized representative(s) of the owner(s).

Signature: _____ Date: _____

Applicant's Signature: I certify to the best of my knowledge that the information provided on this application, including applicable supplemental pages, is true and correct.

Signature: _____ Date: _____