



MASTER DEVELOPMENT APPLICATION & INSTRUCTIONS

February 2017

Every applicant is asked to read this material carefully and become familiar with the various requirements before submitting an application. An application cannot be deemed complete until all of the required information and materials are submitted.

STEP 1. PRE-APPLICATION CONFERENCE

All applicants are invited to participate in an informal meeting with town staff prior to the formal submission of an application. You may speak with a staff person over the counter for information on zoning or other code questions. You may also schedule a meeting to sit down and discuss the design and utility questions specific to your project. Please contact planning staff at **(253) 581-1912** to schedule an appointment.

Every applicant proposing a development that will subdivide land is **REQUIRED** to attend a pre-application meeting. The purpose of the meeting is to discuss the nature of the proposed development, application and permit requirements, fees, review process and schedule, applicable plans, policies and regulations.

STEP 2. CONSULT THE SUPPORTING MATERIALS GUIDE – SEE NEXT PAGE

- ✓ Look at the matrix to identify the type of application that you are submitting.
- ✓ Follow the matrix beneath the respective application to determine the supporting materials that must accompany the application (as indicated by an “X”).
- ✓ Under the heading ‘Instructions,’ you will find a reference to a specific section in this packet. The sections describe in greater detail the content or format required for each supporting material. Complete the supporting materials as described and submit with your application.

STEP 3. COMPLETE THE MASTER APPLICATION FORM – SEE LAST PAGE

- ✓ In Section 1 of the application, check the box(es) next to the type of application(s) you are submitting.
- ✓ Fill in all requested information in Section 1 and 2 of the application; write N/A (not applicable) in any space that does not pertain to your proposal.
- ✓ Sign the declaration in Section 3. The declaration may be signed by the property owner, contract purchaser, or an authorized agent. A signature indicates that the person signing has authority to apply for the permit or service, and constitutes an agreement to pay the fees in accordance with the Steilacoom Municipal Code.

Submit the complete application package to the planning counter, 1030 Roe Street, Steilacoom, WA 98388. **Questions? Contact planning staff at (253) 581-1912.**

Type of Application / Review

Supporting Material(s)	Pre-application meeting	Subdivision	Final Plat	Plat Amendment / Alteration / Vacation no hearing	Plat Amendment / Alteration / Vacation hearing	Short Plat	Short Plat Amendment	Preliminary PAD	Final PAD	Lot Line Adjustment	Communications Facility	Wireless Antennas	Instructions
SEPA Checklist		X ¹				X ^{1,2}		X ^{1,2}			X	X ²	Step 4, Section A
Legal Description		X	X	X	X	X	X	X	X	X	X	X	Step 4, Section B
Title Report		X	X	X	X	X	X	X	X	X		X	Issued within 30 days of application
Zoning Plat													Step 4, Section C
Mailing Envelopes		X	X	X	X			X	X				Step 4, Section D
Mailing Envelopes						X	X					X	Step 4, Section E
Shoreline Development Diagram													Step 4, Section F
Site Development Diagram	X							X	X			X	Step 4, Section G
Architectural Elevations								X	X			X	Step 4, Section H
Landscape Plan								X	X			X	Step 4, Section I
Preliminary Plat	X	X				X	X	X		X			Step 4, Section J
Final Plat			X	X	X				X				Step 4, Section K
Fee	\$400 + labor past 4 hours	\$1900 + labor past 24 hours + direct costs	\$1300 + labor past 16 hours + direct costs	\$400 + labor past 4 hours + direct costs	\$800 + labor past 6 hours + direct costs	\$800 + labor past 6 hours + direct costs	\$400 + labor past 4 hours + direct costs	\$1900 + labor past 24 hours + direct costs	\$1300 + labor past 16 hours + direct costs	\$400 + labor past 4 hours + direct costs	\$500	\$800 + labor past 6 hours + direct costs	

1 May require a critical area permit; consult with staff to determine status of your project.
 2 May be exempt from SEPA review; consult with staff to determine status of your project.

Type of Application / Review

Supporting Material(s)	Type of Application / Review					Instructions
	Variance	Shoreline Permit	Change of Zoning	Comprehensive Plan Amendment	Conditional Use Permit	
SEPA Checklist		X ^{1,2}	X	X	X ^{1,2}	Step 4, Section A
Legal Description	X	X	X	X	X	Step 4, Section B
Title Report	X	X				Issued within 30 days of application
Zoning Plat			X			Step 4, Section C
Mailing Envelopes	X	X	X	X	X	Step 4, Section D
Mailing Envelopes						Step 4, Section E
Shoreline Development Diagram		X				Step 4, Section F
Site Development Diagram	X	X		X	X	Step 4, Section G
Architectural Elevations	X	X			X	Step 4, Section H
Landscape Plan		X				Step 4, Section I
Preliminary Plat		X				Step 4, Section J
Final Plat					X	Step 4, Section K
Fee	\$800 + labor past 6 hours + direct costs	\$1900 + labor past 24 hours + direct costs	\$1900 + labor past 24 hours + direct costs	\$1900 + labor past 24 hours + direct costs	\$1900 + labor past 24 hours + direct costs	

- 1 May require a critical area permit; consult with staff to determine status of your project.
- 2 May be exempt from SEPA review; consult with staff to determine status of your project.

MISCELLANEOUS APPLICATIONS / FEES

Accessory dwelling unit	\$100
Annexation petition	\$1900 + labor past 24 hours + direct costs
Appeal	\$300 + labor past 3 hours
Critical area permit	\$250 + labor past 3 hours
Environmental Impact Statement	Direct costs + 5%
Preservation & Review – administrative	\$25
Preservation & Review – board	\$50
Preservation & Review – time extension	50% of original fee
Reconsideration	\$200 + labor past 2 hours
Request for information	labor past ½ hour
R-O-W vacation	\$800 + labor past 6 hours + direct costs
Setback reductions	\$800 + labor past 6 hours
Sign permit	\$30
Street cross-section	\$800 + labor past 6 hours
Time extension – administrative	\$350 + labor past 4 hours
Time extension – council	\$600 + labor past 6 hours

Notes:

1. Labor cost is equal to the hourly rate of the employee multiplied by two to cover full cost of service(s).
2. Direct costs include, but are not limited to, hearing examiner, charge of Pierce County Assessor's office to review plats, cost of consultant review (e.g. town engineer), recording fees of Pierce County Auditor's office. Direct costs do not include legal advertising, which are included in the application fee.

FOR MORE DETAILED INFORMATION ON ANY ITEM, PLEASE CONSULT WITH THE STEILACOOM MUNICIPAL CODE, TITLES 14 (DEVELOPMENT CODE ADMINISTRATION), 16 (ENVIRONMENT) OR 17 (PLATS AND SUBDIVISIONS).

STEP 4. SUPPORTING MATERIALS

Section A. SEPA Checklist

The checklist is available from the planning office and is required under state law to accompany certain types of applications. Follow the instructions on the checklist and be sure to sign the last page. Fee: \$250.

Section B. Legal Description

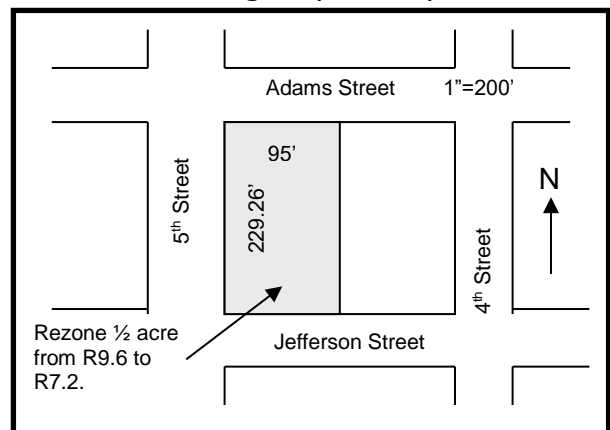
- ✓ A legal description must encompass the entire property affected by the application.
- ✓ Legal descriptions may be of the metes-and-bounds or lot-and-block type, as appropriate. Review the title report for this description. Any legal description other than those appearing in a certified title report must be prepared and signed by a professional land surveyor or civil engineer.
- ✓ The town of Steilacoom will review all legal descriptions.

Section C. Zoning Map

The following checklist and example provide the materials necessary to include on a zoning map:

- ✓ Minimum 8½" x 11" size
- ✓ Boundary dimensions of rezone area
- ✓ Adjacent public roadways
- ✓ Scale; north arrow
- ✓ Notation of acreage
- ✓ Current and proposed zoning classification

Zoning Map Example



Section D. Mailing List and Stamped Envelopes –Applicable to notice of development applications, public hearings and all appeals

- ✓ A certified mailing list containing names and addresses of owners of all lands within 500 feet of any portion of the project site is required. See the example on the next page.
- ✓ Two sets of stamped, addressed envelopes, with the names and addresses of the property owners within 500 feet of the project site, are required.
- ✓ NOTE: DATED POSTAGE APPLIED BY A METER MACHINE CANNOT BE ACCEPTED DUE TO DELAYS IN MAILING AND POSTAL SERVICE REGULATIONS.

To determine those property owners who must be notified, use the following directions:

1. On a suitable-scaled property map, draw in the project site;
2. Measure 500 feet from any and all points of the project site and connect the points to form a continuous 500-foot radius around the project site;
3. Any portion of any property encompassed by the 500-foot radius must be included in the certified mailing list;

4. Once the affected properties are identified, obtain the tax parcel number for the respective property and property owner's name and mailing address;
5. NOTE: this work can be performed by a title company or the Pierce County Assessor's office (both charge a fee) or the applicant. You are encouraged to use the most accurate information available, as a hearing date may be postponed if someone comes forward to state he/she did not receive a notice.

See the examples provided on page 3.

<p>Section E. Mailing List and Stamped Envelopes –Applicable to notice of administrative approvals</p>

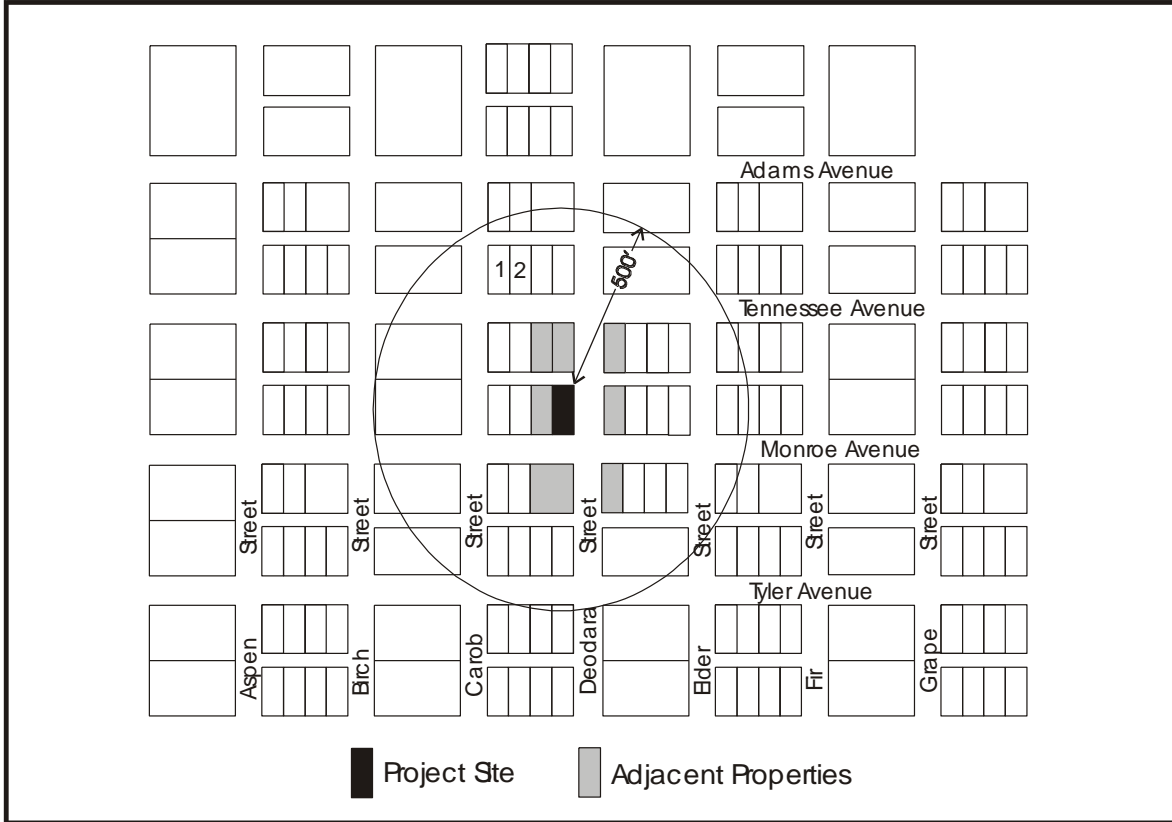
- ✓ A certified mailing list containing names and addresses of owners of all lands adjacent to any portion of the project site is required.
- ✓ One set of stamped, addressed envelopes, with the names and addresses of the property owners adjacent to the project site, are required.
- ✓ NOTE: DATED POSTAGE APPLIED BY A METER MACHINE CANNOT BE ACCEPTED DUE TO DELAYS IN MAILING AND POSTAL SERVICE REGULATIONS.

To determine those property owners who must be notified, use the following directions:

1. On a suitable-scaled property map, draw in the project site;
2. Any portion of any property adjoining the project site must be included in the certified mailing list;
3. Properties across the street-from and diagonal-from the project site must be included in the certified mailing list;
4. Once the affected properties are identified, obtain the tax parcel number for the respective property and property owner's name and mailing address;
5. NOTE: this work can be performed by a title company or the Pierce County Assessor's office (both charge a fee) or by the applicant. You are encouraged to use the most accurate information available, as a hearing date may be postponed if someone comes forward to state he/she did not receive a notice.

See the examples provided on page 3.

**SAMPLE ILLUSTRATION OF ADJACENT PROPERTIES AND
PROPERTIES WITHIN 500 FEET OF A PROJECT SITE**



Sample Mailing List & Certification

<i>Lot</i>	<i>Tax Parcel No.</i>	<i>Owner's Name & Address</i>	<i>Property Address</i>
1	04-20-12-4-006	John & Mary Doe 712 Carob Street Steilacoom, WA 98388	712 Carob Street
2	251000-142-8	William & Jane Smith 112 Bayshore Street Tacoma, WA 98404	1252 Tennessee Avenue

I certify that this is a true and accurate list of property owners of parcels "within 500 feet of" OR "adjoining" the subject site to the best of my knowledge.

Signature

Sample Mailing Labels

<i>Format</i>	<i>Example</i>	<i>Example</i>
Assessor's Parcel Number	04-20-12-4-006	251000-142-8
Name	John & Mary Doe	William & Jane Smith
Street	712 Carob Street	112 Bayshore Street
City, State, Zip	Steilacoom, WA 98388	Tacoma, WA 98404

Section F. Shoreline Management Diagrams

A Shoreline Permit application comprises three drawings which can be put on separate sheets or placed on a single sheet, provided the drawings are produced at a suitable scale and are clearly legible.

Submit four copies of each sheet, to include reproducible 8½" x 11' copies of each drawing. Maximum drawing size 24" x 36". All submittals must be folded by the applicant – folded no larger than 8½" x 11". See WAC 173-27-180.

Site Plan / Elevation

- | | |
|---|--|
| ✓ Site boundary | ✓ Property dimensions |
| ✓ Existing ground elevations | ✓ Proposed ground elevations |
| ✓ Limits of cut and fill | ✓ Location of water course(s) |
| ✓ Indicate scale and north arrow | ✓ Location of ordinary high water mark |
| ✓ General description of property as currently in use, including all improvements and structures | ✓ Location of proposed flood control improvement, including retention facilities |
| ✓ Location and size of all utilities serving the site | ✓ Location of existing and proposed easements and dedications |
| ✓ Location of "Shoreline Profile" cross-section points | ✓ Description of source, volume and composition of all fill material |
| ✓ General description of proposed project, including uses and activities | ✓ Location of all existing and, where applicable, proposed landscaping |
| ✓ Location and elevation of proposed structures, including height and exterior building materials | |

Vicinity Map

- | | |
|--|---|
| ✓ Site location using natural points of reference and identify the name of the shoreline | ✓ Notation of disposal site for any material extracted from site or adjacent wetlands |
| ✓ Delineate wetland areas on site and within 100 feet of the project site | ✓ Indicate scale and north arrow |
| ✓ Description of surrounding land uses within 100 feet of the project site, including structures | ✓ Where applicable, a depiction of the view impacts from existing residential uses and public areas |

- ✓ Cross-section at minimum 75-foot intervals along shoreline of the site measured from centerline of watercourse to 100 feet landward
- ✓ Identification of ordinary high water mark on each cross-section
- ✓ Limits of “river” and “low-impact” environments
- ✓ Written description of benchmark elevation from which ordinary mean high water point was determined
- ✓ Existing and proposed elevations for each cross section at two-foot intervals
- ✓ Indicate scale and north arrow

Section G. Site Development Plan

A site development plan is necessary for the decision-makers to understand the proposed project. The information needs to be legible and drawn at a suitable scale.

Submit four copies of the site development plan, to include reproducible 8½” x 11’ copies of each drawing. Maximum drawing size 24” x 36”. All submittals must be folded by the applicant – folded no larger than 8½” x 11”.

- ✓ Vicinity map showing the location of the site and its relationship to surrounding areas (approximately ½ mile radius surrounding the site), including the land use and zoning of both the site and the surrounding areas.
- ✓ A map of the site boundary drawn to a scale, of not less than one inch equal to one hundred feet (1”=100’), showing the following:
 - The existing and proposed site conditions including contours at five-foot intervals, watercourses, flood plains, unique natural features and forest cover.
 - The location and floor area size of all existing and proposed buildings, structures and other improvements, including building heights, types of dwelling units (if applicable), density (residential units per gross acre) and accessory structures.
 - The existing and proposed circulation system of adjoining streets and public rights-of-way, including off-street parking spaces, loading areas and driveways. Note whether the proposed improvement is public or private.
 - The existing and proposed pedestrian circulation system.
 - The existing and proposed utility systems and easements including sanitary sewer, storm sewer, water, electric, street lights, gas and telephone.
 - The location of outdoor storage areas and trash enclosures.
 - Location of existing ornamental and natural landscape species.
 - Indicate the scale and north arrow.

If the application is for a planned area development (PAD), the additional information described below must also be submitted:

- ✓ Sufficient information to describe the exterior appearance of the structures.
- ✓ A landscape plat in general schematic form indicating treatments to open spaces and yards.
- ✓ The location and size in acres or square feet of all areas to be conveyed, dedicated or reserved as common open spaces, public parks, recreational areas or similar public/quasi-public uses.

- ✓ A written explanation of the PAD design concept, features, the proposed sequence and timing of development, and covenants or similar controls which might affect development, operation or maintenance of the PAD.
- ✓ Describe the documents that govern ownership, maintenance and operation of the PAD.

Section H. Architectural Elevations

The architectural elevations should provide sufficient detail to illustrate a reasonable understanding of the exterior appearance of the building(s) proposed in the application. Various factors, including scale, material features and variety of form, will be evaluated. The elevations shall include the following:

Submit four copies of the architectural elevations, to include reproducible 8½" x 11" copies of each drawing. Maximum drawing size 24" x 36". All submittals must be folded by the applicant – folded no larger than 8½" x 11".

- ✓ Dimension of buildings above and below adjoining grades.
- ✓ Locations and dimensions of windows, doors, eaves, parapets, garages, trash enclosures and loading areas.
- ✓ Proposed screening of trash enclosures, mechanical equipment and similar accessory uses.
- ✓ Samples of all exterior finish materials and colors, to include roof samples.
- ✓ Location of all proposed exterior lighting, signs (include proposed wording) and accessory structures.

Section I. Landscape Plan

The landscape plan should provide sufficient detail to demonstrate the following objectives of ornamental planting: enhancement of the visual and built environment, mitigation of adverse environmental impacts and screening of incompatible land uses. The landscape plan shall include the following:

Submit four copies of the landscape plan, to include reproducible 8½" x 11" copies of each drawing. Maximum drawing size 24" x 36". All submittals must be folded by the applicant – folded no larger than 8½" x 11";

- ✓ Indicate site boundaries, adjoining uses and outdoor storage areas;
- ✓ Location and dimension of existing trees; note which trees are proposed to be incorporated into the landscape design or are proposed to be removed;
- ✓ Location, size, common/botanical name and quantity of new plant materials;
- ✓ Finished grade of planting areas at two-foot intervals;
- ✓ Notes regarding soil preparation sequence;
- ✓ Cross-section of planting areas adjoining public streets;
- ✓ Location, size and routing of irrigation equipment;
- ✓ Indicate scale and north arrow;

Section J. Preliminary Plat

A "preliminary plat" is a neat and approximate drawing to scale, of a proposed division of land, showing the existing conditions and the general proposed layouts of streets, lots and other

information needed to properly review the proposal. All of the following information must appear on the plat or a plat certificate and the information must be clearly legible. A preliminary plat shall be prepared by a professional land surveyor registered in the state of Washington. The scale used shall be sufficient to show clearly all details of the proposal. A scale of fifty feet to the inch is preferred.

Submit four copies of the preliminary plat, to include reproducible 8½" x 11" copies of each drawing. Maximum drawing size 24" x 36". All submittals must be folded by the applicant – folded no larger than 8½" x 11";

- ✓ The name, if any, of the proposed subdivision;
- ✓ Sufficient description to define the location and boundaries of the proposed subdivision;
- ✓ Name, address, seal and signature of the land surveyor who prepared the map;
- ✓ A vicinity sketch;
- ✓ Date prepared or revised, scale, north point, quarter section, section, township and range number;
- ✓ Total acreage of the land to be divided, and area in square feet of each proposed lot;
- ✓ Existing zoning, and zoning boundaries, if any;
- ✓ Lot dimensions and numbers;
- ✓ Setback lines required by the existing or proposed zoning, if the proposed lot has an unusual shape, steep topography, or other unusual limitations on its building site;
- ✓ Any existing property lines within, or adjacent to, the proposed subdivision, and the names of the owners of adjacent property;
- ✓ Contour lines in areas to be developed shall be at five foot intervals, or as specified by the town administrator. Ten foot intervals may be used in areas not to be developed. All contour lines shall be extended into adjacent property a sufficient distance to show the topographical relationship of adjacent property to the proposed subdivision;
- ✓ The location, name and width of all existing and proposed street rights-of-way, or easements within or adjacent to the proposed subdivision, the grade of proposed streets and the pavement location of existing and proposed streets;
- ✓ The location of all existing structures within the proposed subdivision and within twenty-five feet of the proposed subdivision. Public area or areas to be owned in common by the lot owners, if any;
- ✓ The location of tree-covered areas, with the location of individual trees or groups of trees over eight inches in diameter;
- ✓ A preliminary grading and reclamation plan and profile of proposed roads if more than five hundred cubic yards of earth is to be removed or relocated on the site;
- ✓ A preliminary drainage plan showing existing and proposed drainage facilities for the site and the adjacent areas;
- ✓ A statement of improvements to be installed;
- ✓ The location of known or suspected soil or geological hazard areas, water bodies, creeks and wetlands areas subject to flooding or ponding;
- ✓ Location of existing and proposed utility lines, sewer and water mains adjacent to or within the proposed subdivision;

- ✓ Other information that may be required by the town administrator in order to properly review the proposed subdivision, including information needed to determine the environmental impact of the proposal – speak with staff to determine if additional information is necessary;

If the application is for a lot line adjustment, the additional information described below must also be included on the plat:

- ✓ The plat shall provide written legal descriptions for all affected properties, both before and after the boundary line adjustment;
- ✓ The plat shall label and indicate with a dashed line the former lot line; the plat shall label and indicate with a bold line the new lot line;
- ✓ The owner(s) of any interest in, and the holder of any lien or encumbrance upon, land proposed for subdivision, shall certify that the proposed plat is submitted with his consent and that he has no objections to the lot line adjustment.

A plat certificate is required for all short plats. The following information must be included:

- ✓ The surveyor shall place his seal and signature on the plat, along with:
 - A statement certifying that the short plat was prepared by him, or under his supervision;
 - A statement certifying that the short plat is a true and correct representation of the land surveyed;
 - A full and correct description of the land to be divided;
 - Monumentation as required by the town engineer has been set;
- ✓ The owner(s) of any interest in, and the holder of any lien or encumbrance upon, land proposed for subdivision, shall certify that the proposed plat is submitted with his consent and that he has no objections to the short plat;
- ✓ A certificate of dedication and accompanying deed by the owner for all areas to be dedicated to the public, acknowledged by a notary;
- ✓ In short subdivisions not requiring a dedication, the subdivider shall submit for review, easements, covenants, deeds and other documents providing for the future construction and maintenance of the public or private improvements and shall hold the town harmless from any action arising from the provision, construction, maintenance or operation of all private improvements; this should appear as a statement on the plat;
- ✓ The subdivider shall submit a waiver of protest of future LIDs which may be established to provide off-site improvements abutting the short subdivision; this should appear as a statement on the plat;
- ✓ A statement by the owner waiving all claims for damages against any governmental authority which may arise from the construction, drainage and maintenance of required improvements;
- ✓ If required by the conditions of the preliminary approval, a waiver by the owner of direct access to any street from any property;
- ✓ A statement or other clear indication by the owner if any street is not to be dedicated to the public and specifying the maintenance responsibility;
- ✓ A statement from the town engineer approving the survey data, the layout of streets, alleys and other rights-of-way, design of bridges, sewage and water system improvements and other public improvements;
- ✓ A statement to be signed by the county treasurer that all taxes and delinquent assessments for the land have been paid;

- ✓ A statement by the town administrator that the short subdivision complies with the provisions of the town code and is approved for recording.

Section K. Final Plat

A final plat is a final, precise drawing of a subdivision that conforms to the approved preliminary plat and meets all conditions of the preliminary approval and all requirements of Title 17 of the municipal code. Town council approval constitutes final acceptance of all dedications, conveyances, covenants of the plat and accompanying documents.

Submit four copies of the final plat, to include reproducible 8½" x 11' copies of the plat and certificate. Maximum drawing size 24" x 36". All submittals must be folded by the applicant – folded no larger than 8½" x 11".

Final plats shall be prepared in accordance with the following:

- ✓ A professional land surveyor registered in the state of Washington shall prepare, or supervise the preparation of, the final plat.
- ✓ The surveyor shall survey the land to be divided, and as much of the section(s) in which the land is needed to properly orient the land within the section(s).
- ✓ The surveyor shall set monuments at street intersections, lot and block corners, boundary angle points, points of curbs in streets, controlling corners on the boundaries of the land and other points as required by the town engineer. The type of monuments and the method of setting shall be as specified by the town engineer.

The following certificates shall be shown on the final plat. Each item shall be signed by the indicated person before the final plat is submitted for review:

- ✓ The surveyor shall place his seal and signature on the plat along with:
 - A statement certifying that the plat was prepared by him, or under his supervision;
 - A statement certifying that the plat is a true and correct representation of the land surveyed;
 - A full and correct description of the land to be divided;
 - Monumentation as required by the town engineer has been set;
- ✓ The owner of any interest in, and the holder of any lien or encumbrance upon, land proposed for subdivision, shall certify that the proposed plat is submitted with his consent and that he has no objections to the subdivision;
- ✓ A certificate of dedication by the owner for all areas to be dedicated to the public, acknowledged by a notary;
- ✓ A statement by the owner waiving all claims for damages against any governmental authority which may arise from the construction, drainage and maintenance of required improvements;
- ✓ If required by the conditions of the preliminary approval, a waiver by the owner of direct access to any street from any property;
- ✓ A statement or other clear indication by the owner if any street is not to be dedicated to the public and specifying the maintenance responsibility;
- ✓ If applicable, a statement by the health officer certifying that the proposed means of sewage disposal and water supply are adequate;
- ✓ The following statements to be signed by the town engineer:

- A statement approving the survey data, the layout of streets, alleys and other rights-of-way, design of bridges, sewage and water system and other public improvements;
- A statement recommending approval of the final plat of a formal subdivision to the town council, or approving the final plat of a short subdivision;
- ✓ A statement to be signed by the mayor and town clerk that the town council has approved the final plat of a formal subdivision or a short subdivision with a dedication;
- ✓ A statement to be signed by the county treasurer that all taxes and delinquent assessments for which the land to be divided may be liable as of the date of the signing of the statement have been paid.
- ✓ Complete field and computation notes of the plat survey showing the original or re-established corners with descriptions and the actual traverse showing error of closure and method of balancing. A sketch showing all distances, angles and calculations required to determine corners and distances of the plat shall accompany this data. The allowable error of closure shall not exceed one foot in five thousand feet;
- ✓ A title report showing that ownership and other interests in the land described and shown on the final plat is in the name of the person signing the owner's certificate.
- ✓ Applications for final approval shall be accepted when:
 - All plans, specifications, and documents of required public improvements have been approved in writing by the town engineer – approval indicated by adding this text to the town engineer's signature block on the plat certificate;
 - All deeds, conveyances, covenants, and agreements have been approved in writing by the town attorney – approval indicated by adding this text as a signature block for the town attorney on the plat certificate;
 - All fees have been paid and surety bonds secured and attested to by the town clerk - approval indicated by adding this text as a signature block for the town clerk on the plat certificate;
 - Improvements required by the site plan of a planned area development have been installed as approved or bonded therefor – approval indicated by adding this text as a signature block for the town engineer on the plat certificate;
 - The sewage disposal and water supply systems are adequate – approval indicated by adding this text to the town engineer's signature block on the plat certificate.
- ✓ The applicant shall record a final subdivision, binding site plan within fifteen days of approval and provide one reproducible copy of the recorded subdivision to the town administrator. Subdivision approval will not be deemed final until the subdivision or lot line adjustment is recorded.

MASTER LAND DEVELOPMENT APPLICATION FORM

Please write legibly or type all information necessary to complete the application. Incomplete applications may be returned for additional information. When all materials are complete, return to:

TOWN OF STEILACOOM
ATTN: PLANNING DIVISION
1030 ROE STREET
STEILACOOM, WA 98388

For Town Use:

Receipt #: _____

Stamp
Date
Received

SECTION 1 - GENERAL INFORMATION

- | | | |
|---|---|--|
| <input type="checkbox"/> Subdivision | <input type="checkbox"/> Short Plat | <input type="checkbox"/> Lot Line Adjustment |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Short Plat Amendment | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Plat Amendment | <input type="checkbox"/> Conditional Use | <input type="checkbox"/> Communications Facility |
| <input type="checkbox"/> Change of Zoning | <input type="checkbox"/> Comp Plan Amendment | <input type="checkbox"/> Wireless Antennas |
| <input type="checkbox"/> Shoreline Permit | <input type="checkbox"/> Planned Area Development | <input type="checkbox"/> Other _____ |

Assessor's Parcel Number(s): _____

Applicant Name: _____
Telephone for Messages: (____) _____
Address: _____

*Property Owner
(if different than
owner)* Name: _____
Telephone for Messages: (____) _____
Address: _____

SECTION 2 - PROJECT INFORMATION

Describe the proposed project: _____

Current Zoning: _____

Current Comprehensive Plan Designation: _____

SECTION 3 - APPLICANT'S DECLARATION

I, _____, declare under penalty of perjury under the laws of the State of Washington that the following is true and correct: I am the owner or contract purchaser or authorized agent for the property owner of the property described above. I have authority to request the above permits or services and commit to payment for the permits or services. I acknowledge and agree to pay the full amount of fees and charges authorized in the Steilacoom Municipal Code for these permits or services, including the set fee (in advance), plus additional staff hours and direct costs (including the costs of outside consultants) as applicable, and to pay these fees and charges upon demand from the Town of Steilacoom.

Date: _____ Signature: _____

Place of signing: _____