

General Steps

1. Initial Survey & Design
2. Preliminary Review with Jurisdiction
3. Construction Plans with Jurisdiction
4. Site Construction for Future Houses
5. Final Plat with Jurisdiction
6. Record Sub-Division

Preliminary Short Plat/Plat Process

1. Feasibility Study - property information for zoning, critical areas, sewer, water etc.
2. Consult with outside agencies for studies (i.e. wetland, geotech, steep slopes, etc.)
3. Boundary & Topography Survey
4. Set up conceptual lot layout per survey
5. Design conceptual drainage, utilities and grading
6. Prepare preliminary information and application to submit to jurisdiction
7. Jurisdiction provides initial comments; revise and resubmit
8. Jurisdiction provides prelim approval;
Public hearing may be needed if: Plat, Rezone, Public Road dedication, etc.
Note: Prelim approval documents required prior to recording
(i.e. site improvements, mitigation, permit fees, etc.)
9. Prepare and submit construction plans and documents for sit improvements (i.e. frontage, roads, utilities, drainage, clearing, grading, etc.)
10. Jurisdiction(s) review construction plans for approval
11. Construction plans approved. Issued permit and developer improves site for future houses
12. Construction completed on-site. Prepare as-built information (re-survey recent improvements) and submit to jurisdictions for construction approval.
13. Surveyor prepares final (short) plat drawings for jurisdiction(s) review
14. Final (short) plat is verbally approved. Get signatures of all owners, banks and jurisdiction(s).
Record Map with county.
Note: property taxes must be paid for year
15. Project Complete

Commercial/Multi-Family skips steps 6-8 & 13-14

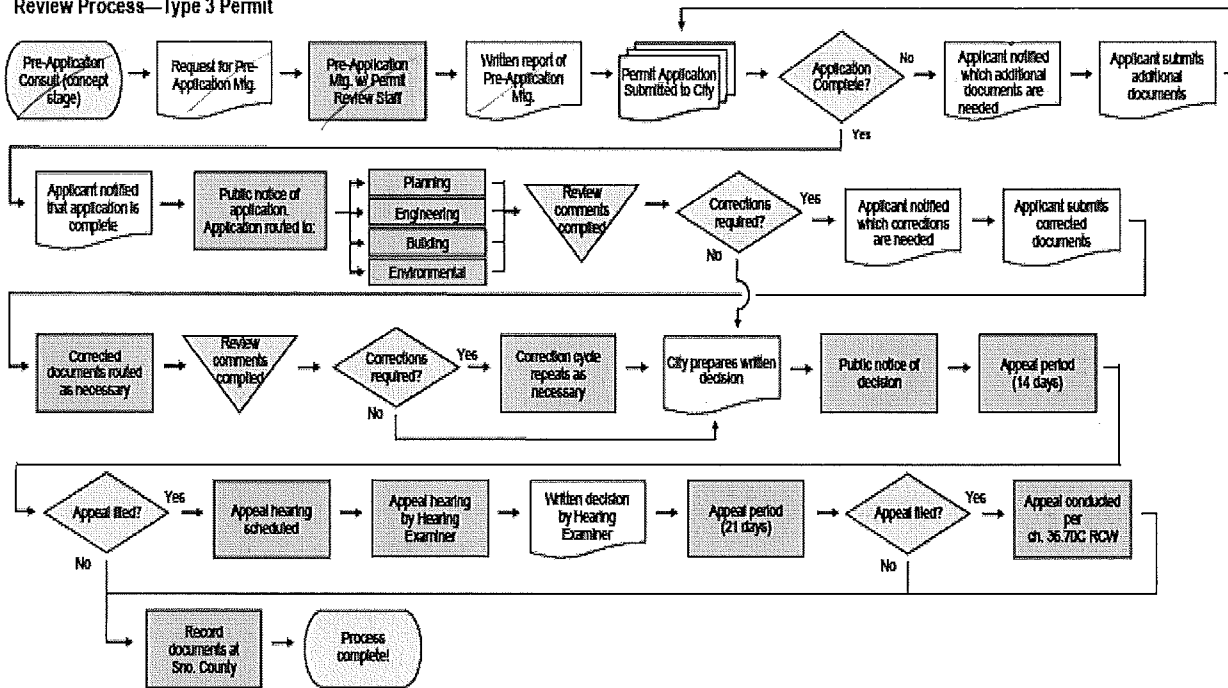
Other areas for potential pre-application with jurisdiction, after steps 2 and/or 4

Short Plat – Applicable Permit Review Processes

Short Plats are processed as Type 3 or Type 4 Permits, depending upon SEPA status

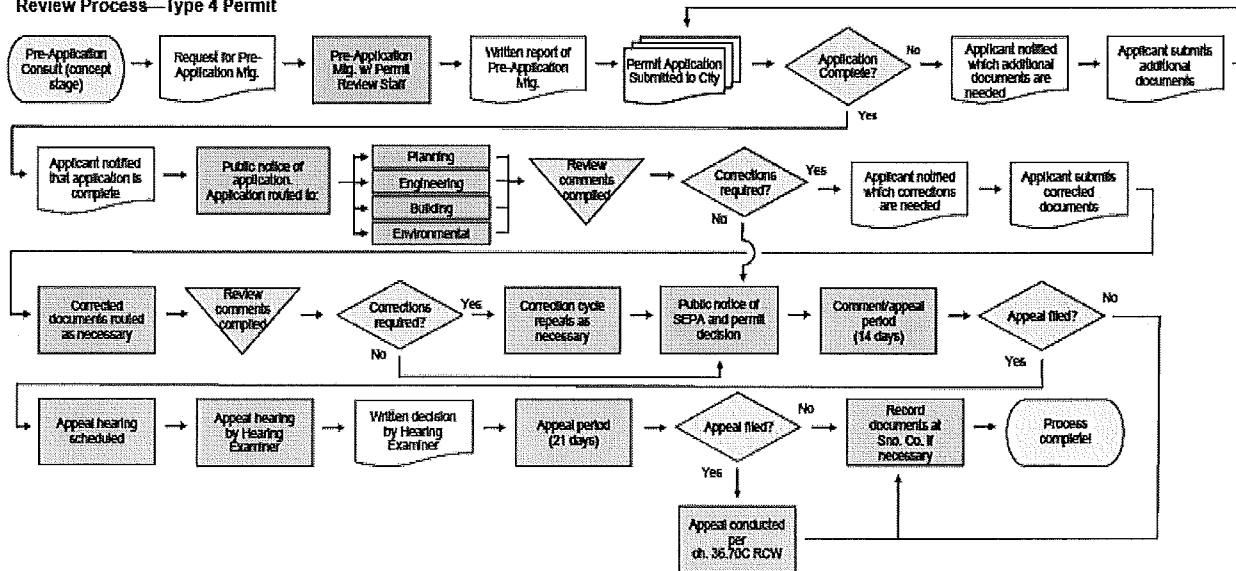
Type 3 Permits include: short plat not subject to SEPA. Public notice of application and decision is required.

Review Process—Type 3 Permit



Type 4 Permits include: administrative development plan, building permit, and short plat when subject to SEPA. Public notice of application and decision is required.

Review Process—Type 4 Permit



NOTES:

1. Refer to Title 14 of the Snohomish Municipal Code for current information.
2. If required, design review conducted during department application review.
3. Permit fees are required in order for an application to be considered complete.
4. Additional fees, including impact fees, may be required at the time of permit approval.
5. Additional time required for public notice and appeal periods for shoreline permits.
6. Public hearing would include SEPA appeal, if any.