



Department of Community Development
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LAND USE APPLICATION

CHAPTER 19A.16 SMC

Preliminary Final Plat Review

Preliminary Final Plat Review is an optional process to facilitate the timely recording of an applicant's final plat. This optional process allows the City to perform a preliminary review of an application prior to the completion of the required infrastructure and other improvements that normally required before a final plat application is accepted. The Preliminary Final Plat Review will produce a comment letter that will enable the applicant to make adjustments to their application materials final to full submittal.

Applications for Preliminary Final Plat Review may be submitted no earlier than 60 days prior to the planned submittal date for the full application for Final Plat.

Applicant Information

Name: _____ Owner Name (if different): _____
E-mail: _____ Company (if applicable): _____
Address: _____ Phone: _____

Property Information

Property Address: _____ Parcel Number(s): _____
Total Square Feet: _____ Development Name: _____
Current Zoning: _____ Preliminary Subdivision Application #: _____
Critical Areas on or near property: _____

Required Documents

Submittal Instructions

- If applying in person, applicants must [schedule an intake appointment](#).
- If applying in person, one paper copy of each document is required, including a signed version of this cover sheet, unless otherwise stated.
- A PDF version of all documents is required at time of submittal, either on a USB drive or CD. File names must contain the document type as listed on this form, the name of the applicant, and the submittal date. For example: *Lot_Closures_Smith_01-18-2018*.

Submittal Documents

- [Acceptance of Financial Responsibility / Affidavit of Applicant Status](#)
- Declaration for Assessment and Collection of Impact Fees
- Developers Contribution Summary
- Draft Condition Compliance Matrix
- Final Plat Document Language
- Final Plat Plan Sheets
- Lot Closures
- Public Works Bonding Information
- Signed Application Form
- Title Report (<30 days old)
- [Tree Retention Compliance Document](#)

Fees

Type 2 Land Use Application Counter Service Intake Fee	\$264
Type 3 Land Use Application Counter Service Intake Fee	\$396
Preliminary Review Deposit	\$1030

The listed fees are initial deposit amounts based on hourly rate. If the initial deposits have been exhausted before the project is completed an additional deposit will be required in the amount estimate by the Community Development Department round to the nearest 10-hour increment.

Signatures

I certify that all of the information submitted in this application including any supplemental information is true and complete to the best of my knowledge and I acknowledge that willful misrepresentation of information will terminate this permit application.

Applicant, Representative, and/or Owner Signature: _____

Date: _____

Applicant, Representative, and/or Owner Signature: _____

Date: _____