

# PRELIMINARY PLAT FINAL REVIEW REQUEST FORM

## ABOUT PRELIMINARY PLAT FINAL REVIEW

Preliminary Plat Final Review is an optional process to help ensure the timely recording of an applicant's final plat.

This review allows applicants to get a preliminary review of their application before the required infrastructure and other improvements are completed.

Once the review is complete, staff provides a comment letter so that applicants can adjust their application materials and better prepare for final plat submittal.

## APPLICATION SUBMITTAL TIMING

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

## APPLICATION REVIEW PROCESS

A preliminary final plat review is a Type 3 decision subject to a hearing and decision by the Hearing Examiner based on the recommendation of the Director.

## FEES

Applicants are responsible for providing an initial review deposit (as well as additional deposits as needed) to cover all application review costs.

FEES APPLICABLE TO THIS PROJECT
Counter Service Intake, Type 3 (Plat)
Preliminary Review Deposit
<a href="#">See current fee schedule</a>

### Code Reference

Plat Maps  
[Chapter 19A.16 SMC](#)

### Resources

[King County iMap](#)  
[Sammamish Property Tool](#)

### Questions?

[Submit Project Guidance](#)  
[Visit the Permit Center](#)

City of Sammamish  
801 228th Ave SE  
Sammamish, WA 98075  
[www.sammamish.us](http://www.sammamish.us)

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## OWNER INFORMATION

 Owner is organized as an LLC\*

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## APPLICANT/REPRESENTATIVE INFORMATION

 Applicant is organized as an LLC\*

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
(if applicable)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

*\*O2020-513 requires owners/applicants organized as a single-member or multiple-member LLC to provide the names and addresses of all members, including all individuals who hold transferable interests in the applicant or its members. Please provide this information using the supplemental form on [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com).*

## PROPERTY INFORMATION

Property Address: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

Total Lot Area(s): \_\_\_\_\_ Total Critical Areas on Property: \_\_\_\_\_  
(Square Feet) (Square Feet)

Please complete the below for any critical areas on property:

Type	Total Area <small>(Square Feet)</small>	Type	Total Area <small>(Square Feet)</small>
<input type="checkbox"/> Frequently flooded area	_____	<input type="checkbox"/> Lake	_____
<input type="checkbox"/> Landslide area	_____	<input type="checkbox"/> Critical aquifer recharge area	_____
<input type="checkbox"/> Seismic hazard area	_____	<input type="checkbox"/> Wetland	_____
<input type="checkbox"/> Erosion hazard area	_____	<input type="checkbox"/> Stream	_____
<input type="checkbox"/> Erosion hazard near sensitive water bodies overlay	_____	<input type="checkbox"/> Fish & wildlife habitat conservation area	_____

Site Description:

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## SUBMITTAL CHECKLIST

A PDF of each document is required at time of submittal. Please label files as numbered and listed below:  
 (For example: 02 Project Narrative)

- 01. Signed Application Form
- 02. Acceptance of Financial Responsibility - Affidavit of Applicant Status
- 03. Declaration for Assessment & Collection of Impact Fees
- 04. Developer Contribution Summary
- 05. Title Report (<30 days old)
  - Must be less than 30 days old
  - Must be for the parcel(s) related to this application
- 06. Lot Closure Calculations
- 07. Legal Description
  - Must be for parcel(s) related to this application
  - Must be a title verified description by a Washington State licensed surveyor
- 08. Condition Compliance Matrix
- 09. Storm Drainage Analysis (Technical Information Report) (if applicable)
- 10. PW Standards Deviation (if proposed)
- 11. Final Plat Map
- 12. Tree Retention Compliance Form

## CERTIFICATIONS & SIGNATURES

I have read this application in its entirety and certify that all information submitted, including any supplemental information, is true and complete to the best of my knowledge. I acknowledge that willful misrepresentation of information will terminate this permit application. I understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed pursuant to [Chapter 20.05 SMC](#).

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant/Representative Signature (if applicable) \_\_\_\_\_ Date: \_\_\_\_\_

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## ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on [MyBuildingPermit.com](https://MyBuildingPermit.com).

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- 2 Select "Apply For Permit" and then select "Sammamish" as the jurisdiction.

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- 3 Select the following:

<u>Application Type</u>	<u>Project Type</u>	<u>Activity Type</u>	<u>Scope of Work</u>
Land Use	Any Project Type	Land Division	Preliminary Plat Final Review

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- 4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.