

**CITY OF WESTPORT**  
**PO BOX 505**

**WESTPORT, WA 98595**  
**360-268-0835**

OFFICIAL USE ONLY

Fee \_\_\_\_\_

Date Received \_\_\_\_\_

By \_\_\_\_\_

File No. \_\_\_\_\_

**APPLICATION FOR  
PRELIMINARY LONG PLAT**

**Fee: \$802.00 plus \$31.00 per lot + Hearings Examiner Fees**  
**(In addition, any professional service charges per Ordinance #1285)**

A preliminary plat is a request to subdivide property into five or more lots for the purpose of residential, commercial, or industrial development. A preliminary plat is reviewed by the City's staff, Hearings Examiner and City Council for conformance with the City's subdivision standards and other regulations. The Hearings Examiner will hold a public hearing after notifying neighbors and other agencies. The plat cannot be approved unless appropriate provisions have been made for public facilities, such as roads, sewer and water. Preliminary review will usually take about 90 days. If preliminary approval is granted, a final surveyed plat must be presented within five (5) years with appropriate arrangements for all improvements.

NAME OF PROJECT \_\_\_\_\_

APPLICANT \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City, State and Zip \_\_\_\_\_  
Telephone \_\_\_\_\_

OWNER \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City, State and Zip \_\_\_\_\_  
Telephone \_\_\_\_\_

ENGINEER/ARCHITECT/OTHER \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City, State and Zip \_\_\_\_\_  
Telephone \_\_\_\_\_

SUMMARY OF REQUEST \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROPERTY DESCRIPTION  
General Location \_\_\_\_\_  
\_\_\_\_\_  
Site Address \_\_\_\_\_ Land Area (acres) \_\_\_\_\_  
Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_  
Assessor's Tax Parcel Number \_\_\_\_\_  
Full legal description of subject property (attach separate sheet if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I affirm that all answers, statements and information contained in and submitted with this application are complete and accurate to the best of my knowledge. I also affirm that I am the owner of the subject site or am duly authorized by the owner to act with respect to this application. Further, I grant permission from the owner to any and all employees and representatives of the City of Westport and other governmental agencies to enter upon and inspect said property as reasonable necessary to process this application. I agree to pay all fees of the city which apply to this application.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE ANSWER THE FOLLOWING QUESTIONS  
ATTACH EXTRA PAGES IF NECESSARY**

1. Do the subdivision's lot sizes, proposed use, etc., conform with the zoning of the property?  
Please explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Are any provisions proposed to minimize conflicts with neighboring land uses? Describe. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Is the site within 300 feet of any "critical areas" such as wetlands or streams? \_\_\_\_\_  
\_\_\_\_\_
4. What provisions will be made for water supply? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. What provisions will be made for sewage? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. What provisions will be made for storm water and/or flood control? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. What provisions will be made for streets, access and/or buses? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. What provisions, if any, will be made for open space and/or recreation? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. If a school is located within 300 feet, what provisions will be made? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ATTACHMENTS:**

- \* Environmental Checklist (including \$172.00 fee.)
- \* Transportation Impact Analysis (if applicable.)
- \* List of Property Owners within 300 feet (include Assessors Tax Parcel numbers and map.)
- \* 8½ x11 vicinity map showing nearby property, streets, land uses, streams and other features.
- \* Map showing location and size of water mains, sewer, storm water facilities and other utilities and points of connection to existing systems.
- \* Preliminary Storm water Report and conceptual drawing.
- \* Copy of any covenants or restrictions that will apply.
- \* Grading plan for cuts and fills over 100 cubic yards.
- \* Ten copies of preliminary plat drawings(s), per Westport Ordinance #761.  
See attached checklist for required features and information.
- \* A reduced size copy of the plat not larger than 11"x17".

**PUBLIC WORKS USE ONLY**

**CHECKLIST**

	<u>Submitted</u>	<u>Missing</u>
<b><u>SUPPORTING DOCUMENTS</u></b> (Submit one copy of each document)		
1. A vicinity map, 8 ½ "x11".	_____	_____
2. A map showing the location, size and elevation of all water mains, storm water facilities, sewers and other utilities at points of probable connection.	_____	_____
3. A preliminary drawing for water supply starting the source and general distribution system layout; for sewage and wastewater collection and treatment; and for storm water collection, release, drainage and treatment.	_____	_____
4. A copy of covenants or other restrictions applying to or proposed to encumber or be imposed upon the site.	_____	_____
5. A grading plan for any cuts and/or fills collectively exceeding one hundred yards, exclusive of cuts and fills solely for streets or utilities. Such plan shall include the extent and nature of proposed cuts and fills and information on the character of the soil and underlying geology.	_____	_____
6. A description of any proposal for flood control facilities or improvements.	_____	_____
7. A description of any other proposed improvements such as pathways or recreation facilities.	_____	_____

**PLAT MAP** (Submit 10 folded blue-line prints - rolled not accepted)

1. The plat datum, north arrow, date and scale at one inch equals either fifty feet, one hundred feet, two hundred feet, or, for large lot subdivisions only, four hundred feet.	_____	_____
2. The boundary lines of the property to be divided.	_____	_____
3. The boundaries of existing adjacent or internal lots, blocks and streets shown with dotted lines.	_____	_____
4. Current and proposed zoning of the site to be platted and of the surrounding land for a distance of three hundred feet.	_____	_____
5. The location and direction of all existing and proposed watercourses, lakes and streams and the location of all areas subject to flooding.	_____	_____
6. The location of other natural features such as rock outcroppings and marshes.	_____	_____
7. The boundaries of any natural resource lands or critical areas as defined by the city.	_____	_____
8. Existing and proposed uses of each lot, including location of all existing structures.	_____	_____
9. Boundaries and proposed use of lands to be reserved for the common use of property owners within the subdivision or of other private organizations.	_____	_____
10. Location and type of existing and proposed street lighting.	_____	_____
11. Location of any wells and underground storage tanks within two hundred feet of the proposed subdivision.	_____	_____
12. Location of any trees and natural features and whether they are to be preserved.	_____	_____
13. Current and proposed zoning boundaries.	_____	_____
14. The location and size of all existing sewers, water mains, culverts and other public or private underground installations within and adjacent to the subdivision.	_____	_____
15. Location, widths and names of all existing and proposed streets, sidewalks, railroads, power lines, telephone lines within or adjacent to the proposed subdivision.	_____	_____
16. The grade and curve radii of curves of existing and proposed streets within the plat boundary and within three hundred feet of the subdivision.	_____	_____
17. The layout and dimensions of existing and proposed street and alley rights-of-way, utility and access easements and lots and blocks.	_____	_____
18. The location of other significant features such as city limits, section lines and section corners.	_____	_____
19. Existing and proposed contours of the proposed subdivision for a distance of fifty feet beyond the boundaries of the proposed subdivision at two-foot contours for slopes less than five percent and five-foot contours for steeper slopes.	_____	_____
20. Existing and proposed survey and elevation monuments.	_____	_____
21. The boundaries and purpose of parcels of land intended to be dedicated or temporarily reserved for public use, or to be reserved for common use of property owners or residents of the subdivision, along with any conditions or limitations of such dedications or reservation clearly indicated. (Ord. # _____)	_____	_____

**DRAFTING STANDARDS**

1. Clearly and legibly drawn in permanent black ink. (Original only.)	_____	_____
2. Scale shall be between one inch equals fifty feet to four hundred feet; the appropriate scale to be determined by the Public Works Director; lettering must be a minimum of 3/32", high perimeter of the plat must be depicted with heavy lines.	_____	_____
3. 18 x 24 inch sheets.	_____	_____
4. Marginal line (2" left margin ½" margin on the remaining sides.)	_____	_____
5. Index required for more than two sheets.	_____	_____
6. The plat title, date, scale, quarter-quarter section and north arrow shall be shown on each appropriate sheet of the final plat.	_____	_____
7. All signatures must be original in permanent black ink.	_____	_____
8. Name, address and telephone of owner of record.	_____	_____

**ADJACENT PROPERTY OWNERS LIST**

**PROJECT:** \_\_\_\_\_

**Please submit an adjacent property owners mailing list.  
Include all property owners within 300 feet of subject parcel.**

**Addresses are to be obtained from:**

**Office of Grays Harbor County Assessor  
100 W. Broadway  
Montesano, WA 98563  
Phone: 360-249-4121**

**\*\*\*Please be sure to also include the mailing information for the:  
OWNER, APPLICANT, ENGINEER/ARCHITECT & REPRESENTATIVE.**

**SEE EXAMPLE BELOW**

<p>SAMPLE</p> <p>Joe Jones PO Box 1900 Westport, WA 98595</p>
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