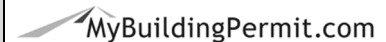


PRELIMINARY PLAT

 MyBuildingPermit.com

Physical Address:

Auburn City Hall Annex, 2nd
Floor
1 E Main St

Mailing

Address:
25 W Main St
Auburn, WA
98001

Phone and Email:

253-931-3090
permitcenter@auburnwa.gov

Apply Online:

www.MyBuildingPermit.com

Select: Auburn | Land Use | New | None |
Preliminary Plat or Short Plat

CHECKLIST

This checklist correlates to the Subdivision requirements contained in Title 17 and the Engineering Design Standards (EDS). Within Title 17 the applicant should read Chapter 17.09 (for subdivision 9 lots or less) or Chapter 17.10 (for a subdivision 10 lots or greater), Chapter 17.12, Chapter 17.14, and Chapter 17.16. Within the EDS the applicant should read Chapter 1, *General Information*, Chapter 3, *Plan Preparation Requirements*, and any other applicable sections prior to proceeding with this checklist. Please note that the information contained in Title 17 and the EDS and this checklist do not address all situations and conditions that may be encountered. Specific provisions contained within the EDS and the checklist may not apply to all locations and conditions. These documents are intended to assist, but not substitute for, competent work by a Professional Civil Engineer.

A. SUBMITTAL DOCUMENTS AND FILES

1. The following files are required for all preliminary plat (PLT) applications and must be attached when applying through MyBuildingPermit.com:

- [Owner Authorization Form](#)
- Civil Plan Set (EDS Chapter 3), including at a minimum:
 - Cover Sheet (EDS Chapter 3)
 - Grading and Storm Drainage Plans (EDS Chapters 3 and SWMM)
- Neighborhood Circulation Plan (EDS Chapter 10) – A conceptual plan that outlines the vehicular and nonmotorized circulation within and between a proposed subdivision and the surrounding area consistent with the CTP. Per ACC 17.10, a Neighborhood Circulation Plan is required with all subdivision applications that meets the requirements of ACC 17.16 and RCW 58.17.110(2) for safe walking paths for students.
- Stormwater Site Plan (SSP) Report (SWMM Vol. I, Appendix I). The Minimum Requirements that must be addressed early in the planning of a preliminary plat are:
 - #5 – On-Site Stormwater Management (Low Impact Development [LID])
 - #6 – Runoff Treatment
 - #7 – Flow Control
 - #8 – Wetlands Protection
 - #10 – Off-Site Analysis and Mitigation
- Geotechnical Report (EDS Chapter 4 and SWMM)
- Site Survey (Existing Conditions/Topographic Map) stamped, signed, and dated by a Washington State Licensed Professional Land Surveyor, performed, and prepared per WAC 332-130-145. Survey shall be prepared using the correct City datum (NAVD 88 & NAD 83 (1991), State Plane Coordinate System) (EDS Chapter 3)
- Title Report with liability for errors not to exceed the assessed value of the lots on the date of application. The title report shall be issued no more than 30 days prior to the application date (available from a Title Company). The City may request an updated title report prior to preliminary approval at its discretion.

2. Depending on the scope of work, the following files may be required:

- Civil Plan Set components that may be required:
 - Utility Plans, including stormwater, water, and sewer (EDS Chapters 3.04 and 6 through 8)
 - Street/Storm Plans and Profiles (EDS Chapters 3, 6, and 10)
 - Sight Distance Plans, which can be shown on the street plans (EDS Chapter 3 and 10)
- Traffic Impact Analysis (TIA) (EDS Chapters 4 and 10) See EDS Chapter 10 for when a TIA is required. When required, TIA must be prepared by a professional engineer licensed in the State of Washington.

- ❑ Critical Areas Reports and Conceptual Mitigation Plan (i.e. Wetland/Stream Report and Mitigation Plan), if applicable. The reports and mitigation plans must address compliance Chapter 16.10 ACC (Critical Areas) and be prepared by a qualified consultant as defined by ACC 16.10.020 as a person who has attained a degree from an accredited college or university in the subject matter necessary to evaluate the critical area in question (e.g., biology, ecology, or horticulture/arboriculture for wetlands, streams, wildlife habitat, and geology and/or civil engineering for geologic hazards, and hydrogeologist for ground water protection areas), and/or who is professionally trained and/or certified or licensed by the State of Washington to practice in the scientific disciplines necessary to identify, evaluate, manage, and mitigate impacts to the critical area in question.
- ❑ Request for a deviation from minimum density, if applicable. Per ACC 18.02.065(A)(5) where a proposed area for subdivision cannot meet the minimum density due to encumbrance by critical areas, critical area buffers, or other similar types of features that preclude development, the applicant may seek to deviate from the minimum density which will be reviewed as an administrative decision as part of the subdivision application.
- ❑ Letter summarizing any requested deviations and/or street deferrals. Please note that a separate application is required for deviations and street deferrals. Please refer to the [Deviation Request Handout](#) and/or [Street & Undergrounding Deferral Request Handout](#) for additional information.
- ❑ Neighborhood Review Meeting documents, if applicable. Per ACC 18.02.130, neighborhood review meetings are required for a residential subdivision project comprising forty (40) or more lots or units. The following must be submitted with the preliminary plat application:
 - ❑ 1. A copy of the notice provided to surrounding property owners within 300 feet of the proposed development site.
 - ❑ 2. A copy of the mailing list used to send out meeting notices.
 - ❑ 3. A written statement containing the information posted on the property.
 - ❑ 4. An affidavit of mailing and posting notices.
 - ❑ 5. A copy of the meeting sign-in sheet.
 - ❑ 6. Copies of written materials and eight-and-one-half-inch by 11-inch size plans presented at the neighborhood review meeting.
 - ❑ 7. Notes of the meeting including a summary of oral and written comments received.
 - ❑ 8. If responses to the meeting notice were not received by the applicant and no one attended the neighborhood review meeting or persons in attendance made no comments, the applicant shall submit evidence as indicated above, with the notes reflecting the absence of comment, attendance, or both.
- ❑ Phasing Plan, if applicable. The phasing plan must show divisions of the plat and a proposed timetable for construction of each division. Including the phasing of the public improvements required to serve each phase of the project and how each phase will individually meet City standards and requirements (i.e. may need to extend utility improvements beyond phase lines to complete looping or to reach appropriate terminus points of the utility systems).

B. GENERAL PLAN REQUIREMENTS

1. *In addition to the requirements outlined in Chapter 3 of the EDS, the following general plan requirements have been reviewed and incorporated into the civil plans.*

- ❑ The submitted civil engineering plans are neat, uncluttered, legible and in conformance with the requirements outlined in Chapter 1 and Chapter 3 of the EDS.
- ❑ A title block has been provided along the right-hand edge on each plan sheet. The title block includes the development title, the name, address, and phone number of the firm preparing the plans, the name of the owner/applicant, a revision block, pages numbered out of total sheet count, and sheet titles (i.e., Grading, Erosion/Sedimentation Control, Road, Drainage, Water, Sewer, etc.)
- ❑ The name of the proposed subdivision, together with the words "preliminary plat", a true north arrow, and date of preparation appears on each sheet.
- ❑ Units of measure have been consistently indicated for all slope callouts as either % or ft/ft.
- ❑ Match lines with sheet numbers and stationing are provided.
- ❑ Roadway classifications have been labeled under each street name on all plan views.
- ❑ Plan sheets are 22" x 34", or a variation approved by the City prior to plan submittal.
- ❑ Lettering sizes are no smaller than 1/10 of an-inch in height and are all uppercase.

- ❑ Existing and proposed features are shown with APWA lines and symbols, with existing features toned back (screening 45%) on the design sheets.
- ❑ A legend is included, defining all existing and proposed features, including line types, symbols and hatching. Hatching does not include dense patterns or dark shading.
- ❑ Current City of Auburn General Notes have been included on a single sheet. (EDS, Chapter 3, Appendix B)
- ❑ Plan and profile scales are at a size that best utilizes paper space and provides the best overall view of the site areas, while maintaining the following minimum scales:
 - ❑ Site work horizontal scale: 1-in = 40-ft
 - ❑ Site work vertical scale: 1-in = 4-ft
 - ❑ Public facility work horizontal scale: 1-in = 20-ft
 - ❑ Public facility work vertical scale: 1-in = 2-ft
- ❑ All proposed and existing underground and overhead utilities are shown and labeled on the plans in gray scale. All utility relocations were coordinated and approved through the appropriate utility purveyor, including relocation of existing utility poles to meet current City and AASHTO horizontal clear zone requirements and vertical clearance requirements per WAC-468-34-290.

C. PRELIMINARY PLAT DRAWING (COVER SHEET)

- ❑ In addition to the requirements outlined in Chapter 3 of the EDS, the following cover sheet requirements have been reviewed and incorporated into the civil plans.
- ❑ A vicinity map, including a north arrow, is shown covering an area of approximately five-inches (5") square.
- ❑ Project site and personnel information is shown including the following:
 - ❑ 1. Site addresses and parcel numbers (King and Pierce County Tax Assessor No.)
 - ❑ 2. Owner/applicant address, contact person, email address and phone number.
 - ❑ 3. Engineer/Surveyor/Architect address, contact person, email address and phone number.
 - ❑ 4. Elevations with City Datum (NAVD88), including callouts to benchmarks used for vertical control and City benchmark reference number(s).
 - ❑ 5. Horizontal control datum, NAD83 (1991), as officially adjusted and published by the National Geodetic Survey, including callouts for monuments used for horizontal control. (WAC 332-160-060 and RCW 58.20)
 - ❑ 6. Full legal description, including quarter section, section, township, and range.
 - ❑ 7. Applicable project/plat name, lot numbers, site zoning and adjacent zoning.
- ❑ Sheet index with reference to all civil plan sheets (i.e., Grading, Utilities, Landscape, Illumination, etc.)
- ❑ Table with the following information for each zoning district within the plat:
 - ❑ 1. Existing land use (i.e. single family, duplex, multi-family)
 - ❑ 2. Proposed land use
 - ❑ Existing zoning designation(s)
 - ❑ 3. Proposed zoning designation(s)
 - ❑ 4. Gross acres
 - ❑ 5. Proposed number of dwelling units
 - ❑ 6. Minimum number of dwelling required. (Minimum Density x acres)
 - ❑ 7. Maximum number of dwellings allowed (Base Density x acres)
 - ❑ 8. Approximate area of smallest lot
 - ❑ 9. Approximate area of largest lot
 - ❑ 10. Name of sewer provider or proposed sewer disposal system
 - ❑ 11. Name of water provider or source of water supply
 - ❑ 12. School district
 - ❑ 13. Fire district.
 - ❑ 14. Telephone service
 - ❑ 15. Power source
 - ❑ 16. Section, Township and Range of the subdivision
 - ❑ 17. Legal description
 - ❑ 18. Proposed storm drainage system and identification of the location and type of any storm water low impact development or management facilities
- ❑ Table with the following information for each tract within the plat:
 - ❑ 1. Name
 - ❑ 2. Purpose

- 3. Ownership (e.g. City of Auburn or Homeowner's Association (HOA))
- 4. Size (acres and square feet)

D. GRADING PLAN

- In addition to the requirements outlined in Chapter 3 of the EDS, the following Grading Plan requirements have been reviewed and incorporated into the civil plans.
- Does this project include creation/replacement of 2,000-square-feet of hard surface, disturbance of 7,000-square-feet or greater, or earthwork quantities of 500-cubic yards or more? If yes to any of the above, the following applies:
 - 1. No fill or cut slopes proposed are steeper than two horizontal to one vertical (2:1) unless in accordance with an accepted geotechnical report sealed by a Washington State Licensed Professional Engineer or Licensed Geologist.
 - 2. Existing trees are shown on the plans including evergreens six-inches in diameter or larger and deciduous trees four-inches (4") or larger. Diameter is measured four-feet (4') above existing ground. A tree retention/removal plan is included, with temporary tree protection methods specified on the plans.
 - 3. Detention facilities, including the control structure consistent with City of Auburn Standard Details and SWMM, are provided, including water surface elevations, sizes, and release rates for applicable design storm events.
 - 4. Typical ditch sections and details are depicted with appropriate stabilization methods for temporary channels.
 - 5. Existing topography has been screened back and overlaid by the proposed grades. At least one sheet showing all boundary survey information, (i.e., bearings, distances, lot sizes, etc.), has been provided.
 - 6. Retaining walls greater than four-feet (4') in height (measured from bottom of wall footing to top of wall) or supporting any adjacent surcharge loads (fence, soil slopes, terraced walls, buildings, roadways, driveways, etc.) are included on the plans. Retaining walls are not in the existing or proposed right-of-way and do not support the existing or proposed public right-of-way.
 - 7. Cross-sections for projects that propose grading activities within 10-feet of the property line, excavations over 5-feet or fill over 8-inches in depth or more are shown through the entire project site and a minimum of thirty-feet (30') beyond property lines. A minimum of one cross-section each way has been provided, or as necessary to adequately represent the site.
 - 8. Horizontal scale of cross-section matching the plan view of the site has been provided. Vertical scale is 1/10 of the horizontal scale.
 - 9. Cross-sections through the permanent detention or infiltration facilities are shown and include inlet and outlet structures when applicable.

E. STORM DRAINAGE PLANS (PUBLIC & PRIVATE)

- In addition to the requirements outlined in Chapter 3 of the EDS, the following Storm Drainage Plan and Profile requirements have been reviewed and incorporated into the civil plans.
- Does this project propose extension of public storm or private on-site storm system? If yes, the following applies:
 - 1. Structures are shown, including size, location, type, rim and invert elevations, and type of lid or grate.
 - 2. Pipes are shown, including material type, diameter, slope (% or ft/ft), and lineal footage.
 - 3. For public storm facilities located within private property show easements per EDS Table 6-1.
 - 4. Flow control, water quality, and/or LID facility location(s), length, width, slope, side slopes, and cross-section are provided, with details.
 - 5. Finished building pad elevations are shown.
 - 6. The controlling elevations of downstream storm drainage course have been shown to account for system capacity and seasonal design conditions.
 - 7. Liners, if applicable, on the pond have been provided, with specifications, as recommended by a Geotechnical Engineer.
 - 8. For public ponds, fencing of the pond facility at the 10-year water surface elevation has been provided.

F. RETAINING WALL PLANS

- In addition to the requirements outlined in Chapter 3 of the EDS, the following Retaining Wall Plan requirements have been reviewed and incorporated into the civil plans.
- Does this project propose retaining walls greater than 4-feet in height or walls supporting any adjacent surcharge loads such as fencing, soil slopes (2H:1V or greater), terraced walls, buildings, roadways, driveways, etc.? If yes, the following applies:
 - 1. Drainage facility, its conveyance and discharge system for the wall system has been shown.
 - 2. Ownership and maintenance responsibilities have been indicated on the plans. Retaining cannot be in the existing or proposed right-of-way or support the existing or proposed public right-of-way.

F. UTILITY PLANS

1. Sanitary Sewer Plans

- Does this project propose extension of public sewer system? If yes, the following applies:
 - 1. Sanitary sewer pipe size, slopes, material, and direction of flow are shown.
 - 2. Sanitary sewer pipe is located properly within public right-of-way or an easement and shown to meet separation requirements in Chapter 6 of the EDS. Note: separation is measured from the outside face of the pipes (not centerline).
 - 3. Location of manholes are shown, indicating type, size, rim, and invert elevations. Alternatively type, size, rim, and inverts can be shown on optional profiles.
 - 4. Side sewer length, slope, type and class of material, and inverts have been shown.
 - 5. Easements width is shown per EDS Table 6-1.

2. Water Plans

- Does this project propose extension of public water system? If yes, the following applies:
 - 1. Water plan views are provided with pipes and hydrants including size.
 - 2. Easement width is shown per EDS Table 6-1.
 - 3. Minimum vertical and horizontal separation between potable and non-potable utilities is shown per Chapter 6 of the EDS.

G. STREET PLANS & PROFILES

- Does this project propose construction of, or improvements to, public streets, sidewalk, or associated elements? If yes, then the following applies:
 - 1. Existing and proposed features are shown, including the following:
 - A. Centerline, pavement edges, and right-of-way lines.
 - B. Centerline bearings, tangent distances, horizontal curve data and stationing.
 - C. Contours, grades, and elevations.
 - D. Street names and street classifications.
 - E. Curbs, sidewalks, wheelchair ramps (general layout), and shared driveways are shown.
- Note for all projects that propose public street extension or construction, profiles are required.**
 - Profiles are drawn at 1" = 20' horizontal and 1" = 2' vertical scales.
 - Existing and centerline road grade are shown, including required landings at all intersections.
 - Vertical curve data is provided in profile section including curve length, elevation points, entering grade, exiting grade, K factor, stopping sight distance, design speed, algebraic grade difference, etc.

J. SIGHT DISTANCE PLANS

- In addition to the requirements outlined in Chapter 3 of the EDS, the following Sight Distance Plan requirements have been reviewed and incorporated into the civil plans.
- Does this project include new intersections of public streets, private streets, or private access driveways? If yes, the following applies:
 - Note: Sight distance plans may be required for existing intersections when projects propose additional traffic impact, as determined by the City.**
 - 1. A sight distance triangle has been graphically shown for all intersections and shared driveways in accordance with the current version of AASHTO A Policy on Geometric Design of Highways

and Streets for street intersections and WSDOT Design Manual for driveways along with a pedestrian safety sight distance analysis per EDS Chapter 10.

- ❑ 2. The area within the sight distance triangle is free from any sight-obscuring objects between three-feet (3') and eight-feet (8') above the ground and the sight distance triangle lies completely within ROW, tract, or easement.
- ❑ 3. All sight distance triangles are shown for their entire length.
- ❑ 4. Supporting calculations have been provided based on the design speed and grade conditions of the road.
- ❑ 5. Stopping sight distance showing sight lines remain in right-of-way or easements.