



MSD # \_\_\_\_\_

City of Leavenworth  
DEPARTMENT OF DEVELOPMENT SERVICES

**MAJOR SUBDIVISION APPLICATION<sup>1</sup>**  
**FOR PRELIMINARY SUBDIVISION APPROVAL**

*This application must be filled out legibly, in black ink, either hand printed or typewritten*

Proposed Name of Subdivision: \_\_\_\_\_

**APPLICANT:**

Any individual or corporation holding any ownership or security interests in the land must be listed. Use additional sheet if necessary.

Applicant #1

This party shall receive determinations and notices associated with this application, and shall be the City's point of contact for processing this application.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant #2

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Surveyor:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

License #: \_\_\_\_\_

Property Information:

Address or Location of Property: \_\_\_\_\_

Existing Legal Description of Property (attach deeds of project site to application): \_\_\_\_\_

Existing Lot Size(s): \_\_\_\_\_ Zoning District: \_\_\_\_\_

Assessor's Tax Parcel ID Number of Original Parcel(s): \_\_\_\_\_

Existing Land Use(s): \_\_\_\_\_

Proposed Land Use(s): \_\_\_\_\_

<sup>1</sup> This application shall be subject to all additions to and changes in the laws, regulations and ordinances applicable to the proposed development until a determination of completeness has been made pursuant to LMC Chapter 21.07.

Acreage encompassed by 100-year floodplain: \_\_\_\_\_

Distance to nearest:

Fire Hydrant: \_\_\_\_\_

Sewer Line: \_\_\_\_\_

Water Line: \_\_\_\_\_

Power Line: \_\_\_\_\_

Has the property been previously subdivided?  Yes  No

If yes, provide the name of the subdivision and date platted: \_\_\_\_\_

Percent slope of the property:  Less than 8%  8-14%  Greater than 15%

Are there any LID/BID assessments outstanding against the land being subdivided?  Yes  No

If yes, the dollar amount is \$ \_\_\_\_\_

How do you propose to segregate the assessment? \_\_\_\_\_

Is irrigation water available to the property?  Yes  No

If yes, total number of shares? \_\_\_\_\_

How will the shares be divided among the proposed lots? \_\_\_\_\_

Total Number of Lots Proposed \_\_\_\_\_ Project Density (Units/acre) \_\_\_\_\_ Average Lot Size \_\_\_\_\_

**REQUIREMENTS:**

All required information and fees must be submitted at time of application. Applications which do not include all of the required information and fees may be returned to the applicant.<sup>2</sup>

**FEES<sup>3</sup>:**

- Permit Fee (due at application submittal).....**\$1,650.00 plus \$50.00 per lot**
- Cluster Subdivision (in addition to above).....**\$775.00 plus \$25.00 per lot**
- Final Plat (due at blue line / mylar submittal).....**\$100.00**
- Staff Time (to be paid prior to recordation) .....**\$50/hr<sup>4</sup>**
- Recording fees pursuant to Chelan County’s current fee schedule – made payable to: Chelan County Auditor.  
*Please be advised that all taxes and assessments, both current and delinquent, must be paid on affected property or properties prior to recording documents. You must obtain a certificate of payment from the Chelan County Treasurer before the auditor will accept your document(s) for recordation.*

<sup>2</sup> Receipt of an application does not constitute a complete application and shall not preclude the City from requesting additional information if new information is required or a change in the proposal occurs, regardless if a decision of completeness has been made.

<sup>3</sup> Please note that fees are subject to change without notice. Check with the City of Leavenworth for current fees prior to submittal of your application.

<sup>4</sup> In addition to the base fee, a charge of \$50 per hour will be assessed for each hour of staff time for reviewing the project, however, 50% of the base fee will be credited toward the total dollar amount of the staff hours billed to the applicant.

**GENERAL INFORMATION:**

- A pre-application meeting with the City is required prior to submittal of this application. Please contact Development Services Department Staff at 509-548-5275 to discuss this requirement.
- Major Subdivision Permits (MSD) are subject to the requirements of Leavenworth Municipal Code (LMC) Title 17. The Code can be viewed online at [www.cityofleavenworth.com](http://www.cityofleavenworth.com). Applications are reviewed for conformance with the LMC, including but not limited to, Titles 14, 15, 16, 17, 18 and 21. All drawing(s) must be on paper capable of being folded for storage in an 8 ½” x 14” file, and become the property of the City of Leavenworth.
- **Include all of the following information and applicable drawings with your application.** Attach additional pages to provide complete information if needed. Electronic submittal of materials may be available at the discretion of the City. Please contact Development Services Department Staff for information:

1. Completed Application
2. Assessor’s parcel map of property and surrounding properties within 500-feet
3. Title Report / Subdivision Guarantee
4. Signed and Notarized Certificate of Ownership (attached)
5. Completed “Preliminary Subdivision Plat Requirements” Checklist (attached)
6. Preliminary Plat Map
7. The delineation, location, classification, and required analysis or mitigation plans as required for critical areas, including fish and wildlife habitat conservation areas, aquifer recharge areas, geologically hazardous areas, wetlands, and frequently flooded areas as presently contained in the Code
8. SEPA checklist or other environmental information as required by LMC Chapter 16.04
9. Application Fees

**AGREEMENT FOR FULL COST BILLING:**

I understand that the final fee for this application will be based on the costs of the employee time spent processing the application per adopted City Fee Schedule.

I understand that the initial fee is considered a deposit toward full cost for processing. I understand that the final costs will be more than the initial fee deposit and that I will be billed for the additional charges.

I understand that staff processing time is applicable to all divisions of the Community Development Department. This also includes, but is not limited to: reviewing plans/submittal packages, routing plans to and communicating with interoffice departments and outside agencies, researching documents relative to site history, conducting site visits, consulting with applicants and/or other interested parties either in person or by phone, preparing environmental documents, drafting of staff reports and resolutions, performing clerical functions, postage, pubic postings fees, preparing pertinent maps, graphs, and exhibits, making necessary copies, and attending meetings/public hearings before the Hearing Examiner/City Council.

I understand that receipt of all discretionary approvals does not constitute an entitlement to begin work. Nondiscretionary approvals may be required from City departments and outside agencies. I understand that additional fees will be assessed for these approvals. These fees may include, but are not limited to, building permit fees, map check fees, other development impact fees, and utility connection fees.

**As the applicant(s), I (we) assume full responsibility for all costs leading to discretionary approvals (as listed above) incurred by the City in processing this application(s).**

Signature<sup>5</sup>: \_\_\_\_\_ Date: \_\_\_\_\_

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

<sup>5</sup> The signatures of each applicant (each property owner) is required per LMC 21.05.010 (B)(7)

**STAFF USE ONLY**

Application Number: \_\_\_\_\_ Application received by: \_\_\_\_\_ Date: \_\_\_\_\_

Cash/Check #: \_\_\_\_\_ Amount received: \_\_\_\_\_ Receipt #: \_\_\_\_\_

- Pre-Application Conference: Date: \_\_\_\_\_
- Notice of Incomplete Application (28 days): Due Date: \_\_\_\_\_ Issued: \_\_\_\_\_
- Notice of Complete Application: Due Date: \_\_\_\_\_ Issued: \_\_\_\_\_
- Notice of Application (14 day comment, 30 day shoreline/CUP):  
Due Date: \_\_\_\_\_ Issued: \_\_\_\_\_
- TRC Meeting: Scheduled: \_\_\_\_\_
- Agency Comment
- Public Comment (publish in Echo, post to site, post City Hall, mail to owners within 350-feet)
  - Affidavit of Posting attached
  - Affidavit of Mailing attached
- SEPA Register posting (preliminary determination): Date: \_\_\_\_\_
- Notice of Public Hearing (publish in Echo, post to site, post City Hall, mail to owners within 350 feet)
  - Affidavit of Posting attached
  - Affidavit of Mailing attached
- Staff Report for Hearing Examiner
- Public Hearing (min. 10 days following notice thereof): Date: \_\_\_\_\_
- Transmit to DOE and Attorney General for Shoreline Permit
- Action by DOE and Attorney General for Shoreline Permit
- Notice of Final Decision: Due Date: \_\_\_\_\_ Issued: \_\_\_\_\_

Notes: \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---



**City of Leavenworth**  
DEPARTMENT OF DEVELOPMENT SERVICES

**PRELIMINARY SUBDIVISION PLAT REQUIREMENTS**

**Submit the following:**

- One reproducible map, together with ten (10) copies of the preliminary subdivision plat map shall be no larger than 18-inches by 24-inches (18"x24") in size and to a scale of 1-inch equals 40 feet (1"=40'), as per LMC Section 17.32.010. To accommodate this requirement, the preliminary subdivision plat map may consist of multiple sheets.
- Four (4) sets of utility plans shall be provided at a scale of 1-inch equals 40-feet (1"=40'). Where multiple sheets are required, one reproducible map of a scale necessary to show the project on a single 18-inch by 24-inch sheet shall also be provided.
- Three (3) sets of road plans and profiles for all proposed roads and improvement specification with typical cross-sections of the proposed street improvements including curbs, gutters, and sidewalks and the radius of corners at street intersections shall be provided.
- Where the size and characteristics of a project site dictate, the City may require an additional composite map to be provided at a size other than delineated above.

**Please Note: State law and County Auditor recording procedures require that subdivision plats and short plats must appear on a standardized Mylar format and be prepared by a licensed engineer or surveyor.**

**ITEMS TO BE ILLUSTRATED ON THE PRELIMINARY SUBDIVISION PLAT MAP INCLUDE:**

- A key or location map on which shall be shown the general area, including adjacent property, subdivisions and roads.
- A legal description of the area being divided.
- The subdivision tract name or number, date, north arrow, scale, and description to define the location and boundaries of the proposed subdivision. (i.e., Section, Township, Range, and/or other legal description)
- Name and address of the recorded owner or owner(s).
- Name, address, and phone number of the developer/applicant(s).
- Name, business address, and phone number of the registered civil engineer or professional licensed surveyor who prepared the map.
- Name of the owners of the land or lot divisions of adjoining properties for a distance of 100-feet adjacent to the subdivision.
- The municipal boundaries and land use zoning classification of the proposed plat and adjoining properties.
- The boundaries of the section (or plat) within which the major subdivision lies.
- The bearings and distances to quarter-section bounds within the general vicinity of the subdivision unless abutting a dedicated public street or recorded subdivision on more than one side.

- Elevation contours and notations shall be provided. The contours shall not exceed four foot intervals. Where the majority of a site is characterized by slopes less than 5 percent (i.e. along bottom lands adjacent to streams), the maximum contour interval shall be two feet. All slope areas which exceed 20 percent may be expressed to the nearest tenth of an acre. All proposed revisions to topography illustrating the extent of cuts and fills shall be noted.
- The layout and dimensions of the subdivision and each lot within it, including the lot numbers, the square footage (or percentage of an acre) of each lot and the gross and net acreages (to the nearest tenth of an acre) and/or square footage of the proposed subdivision. In those instances where a portion of a lot is proposed to be encumbered by an open-space easement, both the gross and net acreages shall be provided.
- The boundaries of any units within the subdivision if the subdivision is to be recorded in stages (phased).
- The boundaries, dimensions, and area of all tracts or parcels of land intended to be dedicated for public use or reserved for use of owners of the property in the subdivision.
- The widths, locations, and purposes of all existing and proposed driveways and easements, including those necessary for off-site access and utility extension.
- The location of all easements to be abandoned.
- The locations, names, and existing right-of-way widths and existing improvements (including striping) of all adjoining and contiguous highways, streets, and right-of-ways.
- The locations, names, widths, and grades of all roads, streets, highways, right-of-ways, and easements in the proposed subdivision which are to be constructed and/or offered for dedication.
- The locations, character, and size of all existing and proposed utilities, including water distribution systems, sewage disposal systems, stormwater facilities, wells, septic systems, underground or overhead utilities, and irrigation systems. Any proposed off-site utility connections shall be shown, including fire hydrant locations within or adjacent that will be connected to.
  - Source of water supply. If water mains are to be installed, the location of mains and point of connection to the sanitary system shall be shown.
  - Method of sewage disposal. If sanitary sewers are to be installed, the location of mains, and point of connection to the sanitary system shall be shown.
  - The proposed location, size, and design of any stormwater detention facilities. This includes the location and size of all ditches, culverts, catch basins, and other parts of the design for the control of surface water drainage.
- Any additional maps (reproducible) as necessary to depict size and location of any off-site utilities, streets, or stormwater facilities shall be provided.
- The location of trees to be removed, retained, and planted.
- The outline of any existing buildings to remain in place and their locations in relation to the existing or proposed streets and lot lines, including building setbacks showing dimensions.
- The location of all areas subject to inundation from a 100-year storm event shall be depicted on the Preliminary Subdivision Map. Base flood elevation, in accordance with the Federal Emergency Management Agency (FEMA) shall be provided at 100-foot intervals along affected watercourses.
- The location and direction of flow of all water courses and natural drainage swales. If within 250-feet of rivers or wetlands, show relationship and distances.
- Location, widths, and names of existing or prior platted streets, railroad, or utility rights-of-way, easements, parks, or other public spaces, and existing permanent structures within and adjacent to the proposed plat. In a re-plat, the original lots, blocks, streets, easements, etc shall be shown in dotted lines in scale with the proposed plat.



This page intentionally left blank



**City of Leavenworth**  
DEPARTMENT OF DEVELOPMENT SERVICES

**FINAL PLAT MYLAR CHECKLIST**

(MS# \_\_\_\_\_, NAME OF PLAT \_\_\_\_\_)

- Mylar recording fees payable to Chelan County Auditor.
- Plat certificate issued within the preceding thirty (30) days that includes confirmation that the title to the lands as described and shown is vested in the owners whose names appear on the plat certificate and that includes any easements or restrictions affecting the property (reviewed for redline and final review).
- Covenants or other documents required.
- Recording fees for other documents payable to Chelan County Auditor (check with Chelan County or visit their web site at [www.co.chelan.wa.us](http://www.co.chelan.wa.us) for recording fees).
- Plat name and numbers (City and County).
- Assessor's parcel number(s) – match number on title report and Assessor's referral.
- Legal description (of parent parcel).
- Consent & Waiver of Claims with signature(s) in permanent ink.
- Notary signature with seal in permanent ink.
- Dated signature of Leavenworth's Director of Public Works (signing off on adequate provisions for water, sewer, and stormwater).
- Chelan County Auditor's certificate signature block (signed at time of recording).
- Engineer's signature block with date.
- Mayor and/or City Administrator's signature block with date.
- Director of Community Development's signature block with date (to be signed last before recording).
- Surveyor's certificate, signature, and seal (check dates).
- All elements shown on Mylar as required for a complete application.
- Verification of irrigation segregations from irrigation purveyor (if applicable).
- Addresses on all lots.
- All notes shown on plat from preliminary approval requirements.
- Bond for or complete all improvements and satisfy all conditions of preliminary approval.
- If agreement is referenced on Mylar, book and page numbers or original to record with fees at Auditor. If document needs recorded with Mylar, place post-it notes asking Auditor to record and fill in blanks.
- Record Mylar and other documents at Chelan County Auditor, get copy of final recorded plat for the City (stamp FINAL and place in top of file).

**City Staff Use Only**

- Confirm that Mylar and other documents are recorded at Chelan County Auditor, get copy of final recorded plat from applicant (stamp FINAL and place in top of file)
- Obtain recording information from the County
- Send copy of recording information and letter to applicant notifying them of final recording
- Index final approval date in index book