



Community Development Department Building – Planning – Code Enforcement

P.O. Box 9 / 230 Davidson Avenue
Woodland, WA 98674
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SUBDIVISION PRELIMINARY PLAT CHECKLIST

The following checklist identifies information to be included with the application for Subdivision Preliminary Plat. Please refer to the Woodland Municipal Code (WMC) Chapter 16.08 for more information.

All of the following information must be submitted and the application fees must be paid before the application is deemed complete.

NOTE: please provide all documents in electronic format in addition to submitting paper copies

- Land Use application packet – complete and sign all forms as indicated:
 - Land Use Application form – applicant
 - Ownership Certification – owner(s)
 - Critical Areas Identification Checklist – applicant
 - Agreement to Reimburse - applicant
- Application fees – See the fee schedule. Payment may be made online or by check payable to “City of Woodland.” Additional fees will be charged if other applications are attached including SEPA Review, Critical Area Permit, Variance, etc.
- Critical Area Report –submit with the applicable fee if critical areas are present on the site or within 200 feet unless exempt pursuant to WMC 15.08
- Completed SEPA Checklist, if applicable – submit with the appropriate fee.
- Shoreline Substantial Development Permit, if applicable – complete and return with the fee
- Legal Description supplied by a title company or surveyor licensed by the State of Washington
- A written narrative elaborating on the proposal

(continued)

- Proposed Articles of Incorporation, Bylaws, and Covenants, Conditions, and Restrictions (CCRs) if applicable
- Traffic Impact Analysis if required by the Public Works Director
- Site plan – ***see Site Plan requirement checklist for minimum requirements***
 - Eight (8) full size copies (24" x 36") drawn to scale
 - Eight (8) reduced copies (to scale)

NOTE: the following items are also required for a preliminary plat site plan

- A master plan if the property is proposed to be developed by subdivision phases
- The square footage of all existing and proposed parcels
- Proposed number assigned to each lot and block, with lots numbered consecutively in a block
- A conceptual grading plan showing proposed clearing and vegetation retention as well as proposed topography detailed to five (5) foot contours, if applicable
- Future development plans, if applicable
- The front yard and street side yard setbacks for each proposed lot per WMC 17
- Any additional information determined to be necessary to demonstrate compliance with any other portions of the Woodland Municipal Code (WMC)