



**CITY OF HOQUIAM**  
**PUBLIC WORKS DEPARTMENT**  
 Brian Shay  
 City Administrator

LSA# \_\_\_\_\_

\_\_\_\_\_  
 Date  
 Application Accepted

**LONG SUBDIVISION APPLICATION**  
 (08/2007)

PROPOSED LONG PLAT NAME: \_\_\_\_\_

APPLICATION SUBMITTAL DATE: \_\_\_\_\_

**APPLICANT:**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**LEGAL PROPERTY OWNER:**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**CONTACT PERSON:**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**ENGINEER/SURVEYOR:**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TAX PARCEL NUMBER(S) (APN) \_\_\_\_\_

SITE ADDRESS \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

LOCATION IN COMMON LANGUAGE:  
 \_\_\_\_\_

PROPOSED USE: ( ) RESIDENTIAL ( ) OTHER \_\_\_\_\_

**PROPOSED LOT SIZES:**

SMALLEST LOT SIZE: \_\_\_\_\_ LARGEST LOT SIZE: \_\_\_\_\_

AVERAGE LOT SIZE: \_\_\_\_\_ TOTAL NUMBER OF LOTS: \_\_\_\_\_

ACREAGE: \_\_\_\_\_ SECTION: \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_ RANGE: \_\_\_\_\_

WILL THE PROPOSED DEVELOPMENT RESULT IN A PLANNED UNIT DEVELOPMENT (PUD) APPLICATION: \_\_\_\_\_ YES \_\_\_\_\_ NO (if answered YES a PUD Application must accompany the request for subdivision)

DOES THE OWNER OF THIS PROPERTY OWN ANY CONTIGUOUS PROPERTY? \_\_\_\_ YES \_\_\_\_ NO

COMP. PLAN DESIGNATION: \_\_\_\_\_ ZONING DESIGNATION: \_\_\_\_\_

REZONE REQUESTED: \_\_\_\_ YES \_\_\_\_ NO

SHORELINE: \_\_\_\_ YES \_\_\_\_ NO WASHINGTON STATE HIGHWAY: \_\_\_\_ YES \_\_\_\_ NO

FLOOD ZONE: \_\_\_\_ YES \_\_\_\_ NO CRITICAL AREAS ON OR NEAR SITE \_\_\_\_ YES \_\_\_\_ NO

WATER SUPPLY SOURCE: \_\_\_\_\_ SEWAGE DISPOSAL METHOD: \_\_\_\_\_

NEAREST PUBLIC ROAD: \_\_\_\_\_ R.O.W. WIDTH: \_\_\_\_\_

PRIVATE EASEMENT LENGTH: \_\_\_\_\_ R.O.W. WIDTH: \_\_\_\_\_

EXISTING RESTRICTIONS AND COVENANTS: \_\_\_\_\_

PROPOSED RESTRICTIONS AND COVENANTS: \_\_\_\_\_

VARIANCE REQUESTED: \_\_\_\_\_

**Certification**

**I hereby certify that all information provided on this application is correct to the best of my knowledge.**

\_\_\_\_\_ Date

\_\_\_\_\_ Signature (Owner or Duly Authorized Agent)

**REQUIREMENTS FOR A COMPLETE APPLICATION:**

1. A COMPLETED APPLICATION FORM AND ENVIRONMENTAL CHECKLIST
2. THE REQUIRED APPLICATION FEES
3. NAMES AND ADDRESSES OF ALL PROPERTY OWNERS WITHIN 300 FEET OF THE SUBJECT PROPERTY, AVAILABLE FROM THE COUNTY ASSESSOR
4. TEN LEGIBLE PAPER COPIES OF THE PRELIMINARY PLAT MAP ON SHEETS EIGHTEEN-INCH BY TWENTY-FOUR-INCH IN SIZE. PRELIMINARY PLAT MAPS SHALL INCLUDE OR BE ACCOMPANIED BY THE FOLLOWING:
  - a. A VICINITY MAP EXTENDING AT LEAST EIGHT HUNDRED FEET IN EACH DIRECTION FROM THE PROPOSED SUBDIVISION, OR FURTHER IF NECESSARY TO ASSIST IN LOCATING THE SUBDIVISION. THE SCALE OF THE VICINITY MAP SHALL BE ONE INCH PER EIGHT HUNDRED FEET. THE VICINITY MAP SHALL SHOW THE FOLLOWING:
    - i. STREET LAYOUT IN THE SUBDIVISION
    - ii. EXISTING AND TENTATIVELY APPROVED STREET LAYOUT WITHIN EIGHT HUNDRED FEET OF THE SUBDIVISION
    - iii. ZONING DESIGNATIONS WITHIN, AND ADJACENT TO, THE SUBDIVISION
    - iv. STREAMS OR WATERCOURSES, AND PUBLIC FACILITIES SUCH AS SCHOOLS AND PARKS
    - v. ALL ONE-HUNDRED-YEAR FLOODPLAIN AND DESIGNATED SHORELINE BOUNDARIES IN, AND WITHIN EIGHT HUNDRED FEETE OF, THE PROPOSED SUBDIVISION
    - vi. ANY OTHER PERTINENT INFORMATION THAT WILL ASSIST IN LOCATING THE PROPOSED SUBDIVISION
    - vii. A TITLE BLOCK IN THE LOWER RIGHT CORNER OF THE PRELIMINARY PLAT MAP, SHOWING THE PROPOSED NAME OF THE SUBDIVISION; THE SCALE OF THE

DRAWING; THE DATE OF THE DRAWING; AND THE NAME AND ADDRESS OF THE ENGINEER, SURVEYOR OR OTHER INDIVIDUAL RESPONSIBLE FOR LAYING OUT THE SUBDIVISION

- b. A DETAILED PLAN OF THE PROPOSED SUBDIVISION DRAWN TO THE SCALE OF ONE INCH EQUALS ONE HUNDRED FEET OR LARGER, WITH THE PROVISION THAT FOR SUBDIVISIONS OF FIFTY ACRES OR MORE THE PLANNING DIRECTOR MAY AUTHORIZE A SMALLER SCALE WHEN AN ENTIRE SUBDIVISION CANNOT BE SHOWN ON A SINGLE SHEET. THE DETAILED PLAN SHALL CLEARLY SHOW THE FOLLOWING INFORMATION:
- i. NORTH ARROW
  - ii. THE LOCATION, NAMES AND RIGHT-OF-WAY WIDTHS OF ALL EXISTING AND PROPOSED STREETS AND DRIVEWAYS WITHIN TWO HUNDRED FIFTY FEET OF THE BOUNDARIES OF THE SUBDIVISION
  - iii. THE LOCATION, PROPOSED NAMES AND RIGHT-OF-WAY WIDTHS OF ALL PROPOSED STREETS , TOGETHER WITH PROPOSED TYPICAL ROADWAY SECTION(S) DIPICTING ROADWAY STRUCTURE SHALL ALSO BE SHOWN
  - iv. LOT LAYOUT WITH LOT LINE DIMENSIONS, THE AREA IN SQUARE FEET CONTAINED IN EACH LOT
  - v. THE LOCATION AND USE OF ALL EXISTING BUILDINGS WITHIN THE PROPOSED SUBDIVISION, INDICATING WHICH BUILDINGS ARE TO REMAIN AND WHICH ARE TO BE REMOVED
  - vi. THE USE AND APPROXIMATE LOCATION OF ALL BUILDINGS WITHIN ONE HUNDRED FIFTY FEET OF THE BOUNDARIES OF THE PROPOSED SUBDIVISION
  - vii. THE LOCATION, SIZE AND USE OF ALL CONTEMPLATED AND EXISTING PUBLIC AREAS WITHIN THE PROPOSED SUBDIVISION, AND A DESCRIPTION OF THE ADAPTABILITY OF THE AREA FOR USES CONTEMPLATED
  - viii. THE LOCATION, SIZE AND KIND OF PUBLIC UTILITIES IN AND ADJACENT TO THE PROPOSED SUBDIVISION, INDICATING THOSE UTILITIES WHICH WILL PROVIDE SERVICE TO THE PROPOSED DEVELOPMENT AND THEIR PLANNED LOCATION WITHIN THE SUBDIVISION
  - ix. LOCATION AND DISPOSITION OF ANY WELLS, CREEKS, DRAINAGE COURSES, DRAINAGeways, SEPTIC TANKS, DRAINFIELDS, ONE-HUNDRED-YEAR FLOODPLAIN BOUNDARIES AND EASEMENTS IN OR WITHIN TWO HUNDRED FEET OF THE PROPOSED SUBDIVISION
  - x. TOPOGRAPHY AND FIVE-FOOT CONTOURS CERTIFIED BY THE ENGINEER OR SURVEYOR WITHIN THE PROPOSED SUBDIVISION; OR, AS AN ALTERNATIVE IN THE CASE OF A PARTITION OF ONE ACRE OR LESS, ELEVATIONS AT EACH EXISTING AND PROPOSED PROPERTY CORNER. ONE-FOOT OR TWO-FOOT CONTOURS MAY BE REQUIRED, AT THE PLANNING DIRECTOR'S DISCRETION;
  - xi. TOPOGRAPHY AND AT LEAST TEN-FOOT CONTOURS OUTSIDE, BUT WITHIN TWO HUNDRED FEET OF, THE PROPOSED SUBDIVISION. THE BASE FOR SUCH INFORMATION SHALL BE THE NATIONAL GEODETIC SURVEY (U.S.G.S.), OR OTHER SURVEY APPROVED BY THE PLANNING DIRECTOR
  - xii. ALL ONE-HUNDRED-YEAR FLOODPLAIN BOUNDARIES SHOWN ON THE VICINITY MAP, THE ELEVATION OF THE ONE-HUNDRED-YEAR FLOOD AT THE POINT IMMEDIATELY UPSTREAM FROM THE SUBDIVISION AND THE DIRECTION AND DISTANCE TO SAID POINT
  - xiii. THE LOCATION OF ANY IDENTIFIED CRITICAL AREAS ON OR NEAR THE SITE
  - xiv. THE LOCATION OF ANY STATE SHORELINES AND ASSOCIATED WETLANDS WITHIN OR ADJACENT TO THE PROPOSED SUBDIVISION, AS DEFINED BY STATE LAW AND THE CITY SHORELINE MASTER PROGRAM
  - xv. PROFILES OF ALL PROPOSED STREETS WITHIN THE PROPOSED SUBDIVISION, SHOWING GRADES TO WHICH THE STREETS WILL BE BUILT, AND THE EXISTING GROUNDLINE OF THE PROPOSED STREETS INCLUDING THE PROBABLE FUTURE EXTENSIONS OF ANY STUB (DEAD-END) STREETS FOR A MAXIMUM DISTANCE OF ONE HUNDRED FIFTY FEET BEYOND THE PROPOSED SUBDIVISION BOUNDARIES. AS AN ALTERNATIVE, THE PRELIMINARY PLAT MAP MAY SHOW THE TOPOGRAPHY IN TWO-FOOT CONTOURS WITHIN FIFTY FEET OF EACH SIDE OF THE CENTERLINE OF ALL PROBABLE FUTURE EXTENSIONS OF ANY STUB (DEAD-END) STREETS FOR A DISTANCE OF ONE HUNDRED FIFTY FEET BEYOND THE BOUNDARIES OF THE PROPOSED SUBDIVISION. THE CONTOUR INFORMATION SHALL BE CERTIFIED BY A REGISTERED ENGINEER OR SURVEYOR

- xvi. SLOPE ANALYSIS INDICATING AREAS WHERE EXISTING GRADES WITHIN THE SUBDIVISION EXCEED FIFTEEN PERCENT, TWENTY-FIVE PERCENT AND FORTY PERCENT. THE PERCENTAGE AND AREA IN SQUARE FEET OF THE SUBDIVISION WITH SLOPES OF ZERO TO FIFTEEN PERCENT, FIFTEEN TO TWENTY-FIVE PERCENT, TWENTY-FIVE TO FORTY PERCENT, AND FORTY PERCENT AND ABOVE CATEGORIES
- xvii. SUCH ADDITIONAL INFORMATION AS THE CITY ENGINEER DEEMS NECESSARY

## **LONG PLAT PROCESSING SEQUENCE**

- 1) Once your application and filing fees are determined to be complete, the City of Hoquiam will provide a Notice of Application and Public Notice as provided by HMC 10.07.070. If you are applying for a Planned Unit Development the application will be reviewed as a supplement to the long plat process.
- 2) The land use hearing examiner will conduct an open record public hearing on the preliminary plat, and will take written and oral testimony from the public. The land use hearing examiner will prepare written findings of fact and a recommendation for approval, approval with conditions, or denial of the preliminary plat application to the council.
- 3) The City Council will consider the recommendation of the land use hearing examiner. The council will recommend to approve or disapprove the preliminary plat. Approval of the preliminary plat will be effective for five years. Also note: “PRELIMINARY APPROVAL” DOES NOT CONSTITUTE AUTHORIZATION TO ADVERTISE, SELL OR TAKE EARNEST MONEY ON ANY OF YOUR PROPOSED LOTS.
- 1) Final plat approval: The city engineer will review the proposed final plat and verify that conditions have been met. When the city engineer finds that the subdivision meets all criteria, they will recommend final approval to the City Council.

### **FEES AND OTHER EXPENSES**

APPLICATION FEES:     \$1200.00 + 100.00 per lot

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SEPA Checklist:                     \$500.00

Other Costs You Will Encounter:     Mylar map and survey, fill and grade permit, city consulting engineering review fees, land use hearing examiner fees, inspection fees

Other Costs You Might Encounter:     Soil Tests, road construction, well drilling, public utility installation, critical areas consultant, shoreline review fees, Department of Ecology General Construction Permit and other outside agency permits

**Note: All fees are based on current adopted code or ordinance and are subject to change.**