



## SUBMITTAL REQUIREMENTS FOR PRELIMINARY SUBDIVISION

*THIS CHECKLIST IS BEING PROVIDED TO ASSIST WITH THE GATHERING OF INFORMATION FOR A COMPLETE APPLICATION. THE CITY OF MILLWOOD IS UNABLE TO ACCEPT APPLICATIONS THAT ARE INCOMPLETE.*

### COMPLETED APPLICATION

APPLICATION FEE (\$250.00)

ONE (1) COPY OF A SUBDIVISION CERTIFICATE ISSUED BY A TITLE INSURANCE COMPANY DOING BUSINESS IN SPOKANE COUNTY.

THREE (3) COPIES (18 X 24 INCHES IN SIZE) AND ONE (1) REDUCED COPY (8 ½ X 11 INCHES IN SIZE) OF THE PRELIMINARY SHORT SUBDIVISION MAP WHICH SHALL CONTAIN THE FOLLOWING:

- NAME, ADDRESS, AND TELEPHONE NUMBER OF THE OWNER AND THE PERSON WITH WHOM OFFICIAL CONTACT SHOULD BE MADE REGARDING THE SHORT SUBDIVISION.
- LOCATION OF THE SITE BY SECTION, TOWNSHIP, RANGE.
- VICINITY MAP WHICH SHALL INDICATE THE PROPERTY TO BE SUBDIVIDED.
- NORTH ARROW, SCALE, AND THE BOUNDARY OF THE PROPOSED SHORT SUBDIVISION.
- APPROXIMATE BOUNDARIES OF ALL BLOCKS, THE DESIGNATION OF LOTS, LOT LINES, AND DIMENSIONS.
- THE LOCATION, NAMES AND WIDTHS OF ALL EXISTING AND PROPOSED STREETS AND ROADS WITHIN THE PROPOSED SHORT SUBDIVISION WITHIN 100 FEET THEREOF.
- ALL EXISTING OR PROPOSED EASEMENTS OR DIVISION PROPOSED TO BE DEDICATED FOR ANY PUBLIC PURPOSE.
- APPROXIMATE LOCATION OF ANY NATURAL FEATURES SUCH AS CRITICAL AREAS, DRAINAGE WAYS, WOODED AREAS, AND WETLANDS.
- EXACT LOCATION OF EXISTING BUILDINGS, SEPTIC TANKS, DRAIN FIELDS, WELLS OR OTHER IMPROVEMENTS (INDICATE IF THEY WILL REMAIN OR BE REMOVED.)
- CONDITION OF ADJACENT PROPERTY; PLATTED OR UNPLATTED, AN IF PLATTED, GIVING THE NAME OF THE SUBDIVISION. IF THE PROPOSED SHORT SUBDIVISION IS THE SUBDIVISION OF A PORTION OF AN EXISTING SUBDIVISION, THE APPROXIMATE LINES OF THE EXISTING SUBDIVISION ARE TO BE SHOWN AND A COPY OF THE EXISTING SUBDIVISION, ALONG WITH ANY AND ALL RECORDED EASEMENTS AND COVENANTS.

- TOPOGRAPHIC INFORMATION, AT TEN-FOOT INTERVALS, IF ANY SLOPES EXCEED TEN PERCENT. ANY TOPOGRAPHIC INFORMATION THAT NEEDS TO BE MEASURED OR COLLECTED MUST BE COLLECTED BY, OR UNDER THE DIRECTION OF A PROFESSIONAL LAND SURVEYOR.
- A LIST CONTAINING EACH DEDICATION AND ENCUMBRANCE ON THE PROPERTY.
- A LEGAL DESCRIPTION FOR EACH PROPOSED LOT.

ONE (1) COPY OF THE SPOKANE COUNTY ASSESSORS MAP SHOWING THE LOCATION OF AND THE EXISTING PARCEL NUMBER OF ALL ABUTTING PROPERTIES. THE APPROXIMATE LOCATION OF THE SUBJECT PROPERTY SHALL BE CLEARLY MARKED.

ONE (1) COPY OF THE ENVIRONMENTAL (SEPA) CHECKLIST, IF REQUIRED.

APPROVAL FROM EACH UTILITY PROVIDER INDICATING WHETHER EASEMENTS ARE NECESSARY, AND IF NECESSARY, A DESCRIPTION OF THE EASEMENT.



CITY OF  
**MILLWOOD**

APPLICATION FOR  
**PRELIMINARY SHORT  
SUBDIVISION**

MILLWOOD CITY HALL  
9103 E. FREDERICK AVE  
MILLWOOD, WA 99206  
(509) 924-0960  
PLANNING@MILLWOODWA.US

**APPLICATION**

APPLICANT:	PHONE:	EMAIL:
ADDRESS:	CITY	STATE ZIP
ARCHITECT/ENGINEER:	PHONE:	EMAIL:
ADDRESS:	CITY	STATE ZIP

OWNER NAME:	PARCEL NO:
SITE ADDRESS:	CITY STATE ZIP
LEGAL DESCRIPTION:	
COMPREHENSIVE PLAN DESIGNATION:	ZONING DESIGNATION:
PREVIOUS LAND USE ACTIONS INVOLVING SITE:	
PARCEL# OF ADJACENT LAND OWNED OR CONTROLLED BY OWNER:	
NAME OF PUBLIC ROAD(S) PROVIDING ACCESS:	
DO YOU HAVE PLANS FOR FUTURE ADDITIONS OR EXPANSIONS? IF YES, EXPLAIN:	

**UTILITIES PROVIDING SERVICES TO SITE**

WATER SERVICE:	SEWAGE SERVICE: <b>City of Millwood</b>
ELECTRICITY:	FIRE PROTECTION: <b>Spokane Valley Fire Department</b>
SCHOOL DISTRICT: <b>West Valley School District</b>	GAS SERVICE:

**ENVIRONMENTAL CHARACTERISTICS OF SITE**

ARE THERE WETLANDS ON THE SITE? (OPEN WATER, MARSH AREAS, WATER SATURATED SOILS OR WETLAND PLANTS?)

IF YES, HOW CLOSE TO THE BOUNDARY OF THE WETLAND IS DEVELOPMENT PROPOSED TO OCCUR?

ARE THERE CRITICAL AREAS ON THE SITE? (SLOPES > 30%, UNSTABLE SOILS, SEVERE EROSIONS, FLOODING, OR OTHER?)

IF YES, PLEASE IDENTIFY:

IS THE SITE ADJACENT TO OR INCLUDE A BODY OF WATER (STANDING WATER, POND, YEAR- ROUND STREAM, RIVER OR LAKE?)

IF YES, PLEASE IDENTIFY:

**AUTHORIZATION**

**APPLICANT SIGNATURE**

I, \_\_\_\_\_ (PRINTED NAME) SWEAR OR AFFIRM THAT THE ABOVE RESPONSES ARE MADE TRUTHFULLY AND TO THE BEST OF MY KNOWLEDGE. I FURTHER SWEAR OR AFFIRM THAT I AM THE OWNER OF RECORD OF THE PROPERTY IDENTIFIED IN THIS REQUEST FOR CONDITIONAL USE APPROVAL, OR IF NOT THE OWNER, HAVE PROVIDED BELOW THE PROPERTY OWNERS AUTHORIZATION TO ACT ON HIS/HER BEHALF.

\_\_\_\_\_  
SIGNATURE DATE

STATE OF )

COUNTY OF )

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

BY: \_\_\_\_\_.

NOTARY SEAL

\_\_\_\_\_

**NOTARY SIGNATURE**

NOTARY PUBLIC IN AND FOR THE STATE OF: \_\_\_\_\_

RESIDING AT: \_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_

**LEGAL OWNERS AUTHORIZATION**

I, \_\_\_\_\_ (PRINTED NAME) AM THE OWNER OF RECORD FOR THE ABOVE IDENTIFIED PROPERTY AND DO HEREBY AUTHORIZE \_\_\_\_\_ TO REPRESENT ME AND MY INTEREST IN ALL MATTERS REGARDING THIS LAND USE APPLICATION.

\_\_\_\_\_  
SIGNATURE DATE

STATE OF )

COUNTY OF )

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

BY: \_\_\_\_\_.

NOTARY SEAL

\_\_\_\_\_

**NOTARY SIGNATURE**

NOTARY PUBLIC IN AND FOR THE STATE OF: \_\_\_\_\_

RESIDING AT: \_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_