



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
- THREE (3) COPIES OF A SUBDIVISION CERTIFICATE.
- THREE (3) COPIES (18 X 24 INCHES IN SIZE) AND ONE (1) REDUCED COPY (8 ½ X 11 INCHES IN SIZE) OF FINAL 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.
 - A STATEMENT COVERING THE NUMBER OF LOTS, PROPOSED USE OF LOTS, METHOD OF DOMESTIC WATER SUPPLY, AND SANITARY DISPOSAL OF SEWAGE.
 - 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.

MAPPING REQUIREMENTS

1. FINAL SHORT SUBDIVISION MAPS MUST INCLUDE:
 - ALL MONUMENTS FOUND, SET, RESET, REPLACED OR REMOVED, DESCRIBING THEIR KIND, SIZE AND LOCATION AND GIVING OTHER DATA RELATING THERETO:
 - BEARING TREES, CORNER ACCESSORIES OR WITNESS MONUMENTS, BASIS OF BEARINGS, BEARING AND LENGTH OF LINES, SCALE OF MAP AND NORTH ARROW;
 - ANY OTHER DATA NECESSARY FOR THE INTELLIGENT INTERPRETATION OF THE VARIOUS ITEMS AND LOCATIONS OF THE POINTS, LINES, AND AREAS SHOWN;
 - TIES TO ADJOINING SURVEYS OF RECORD.
2. THE ALLOWABLE ERROR OF MATHEMATICAL CLOSURE FOR THE FINAL SUBDIVISION MAP SHALL NOT EXCEED ONE FOOT IN EIGHTY THOUSAND (80,000) FEET OR 0.04 FOOT, WHICHEVER IS GREATER.
3. BEARING AND LENGTHS ARE TO BE SHOWN FOR ALL LINES; NO DITTO MARKS ARE TO BE USED.
4. ARROWS SHALL BE USED TO SHOW LIMITS OF BEARINGS AND DISTANCES WHENEVER ANY CHANCE OF MISINTERPRETATION COULD EXIST.
5. SUBDIVISION BOUNDARY AND STREET MONUMENT LINES HAVING CURVES SHALL SHOW RADIUS, ARC, CENTRAL ANGLE, AND TANGENT FOR EACH CURVE AND RADIAL BEARINGS WHERE CURVE IS INTERSECTED BY A NON-TANGENT LINE. SPIRAL CURVES SHALL SHOW CHORD BEARING AND LENGTH.
6. LOTS ALONG CURVES SHALL SHOW ARC LENGTH ALONG CURVE AND RADIAL BEARINGS AT LOT CORNERS. IF A CURVE TABLE IS PROVIDED, IT SHALL SHOW ANGLE FOR EACH SEGMENT FOR THE CURVE ALONG EACH LOT, ARC LENGTH, TANGENT LENGTH, AND RADIUS. RADIAL BEARINGS ALONG LOT LINES WILL NOT BE REQUIRED.
7. ALL DIMENSIONS SHALL BE SHOWN IN FEET AND HUNDREDTH OF A FOOT. ALL BEARINGS AND ANGLES SHALL BE SHOWN IN DEGREES, MINUTES AND SECONDS.
8. WHEN ELEVATIONS ARE NEEDED ON THE FINAL SUBDIVISION, PERMANENT BENCHMARKS SHALL BE SHOWN ON THE FINAL SUBDIVISION IN A LOCATION AND ON A DATUM PLANE APPROVED BY THE CITY.
9. THE FINAL SUBDIVISION SHALL INDICATE THE ACTUAL NET AREA FOR EACH SUBDIVIDED LOT EXCLUSIVE OF THE RIGHT-OF-WAY. LOTS ONE ACRE AND OVER SHALL BE SHOWN TO THE CLOSEST HUNDREDTH OF AN ACRE, AND ALL OTHER LOTS SHALL BE SHOWN IN SQUARE FEET.



APPLICATION FOR
FINAL SHORT SUBDIVISION

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

APPLICANT INFORMATION

APPLICANT:	PHONE:		
EMAIL:			
ADDRESS:	CITY	STATE	ZIP

OWNER NAME:	PHONE:		
EMAIL:			
ADDRESS:	CITY	STATE	ZIP

SITE INFORMATION

SITE ADDRESS:
PARCEL NO(S):
PRELIMINARY FILE NO:
PLAT NAME (IF ANY):
NO. OF PROPOSED LOTS:

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: _____