



City of Covington
Community Development Department
16720 SE 271st Street • Suite 100 • Covington, WA 98042
Phone: (253) 480-2400 • www.covingtonwa.gov
For appointments: PermitServices@covingtonwa.gov or call (253) 480-2400, ext. 0.

SUBDIVISION APPLICATION

A Subdivision is the division of property into five (5) or more lots or the re-division of any property that has been divided under the Short Subdivision procedure into a total of five (5) or more lots within five (5) years. The preliminary plat involves the environmental and public review of the proposal. After staff review, a Public Hearing before the Covington Hearing Examiner will be scheduled. The decision is final unless appealed to Superior Court.

I. PRE-APPLICATION MEETING

A pre-application meeting shall occur before a Preliminary Plat Application is submitted. The intent of the pre-application meeting is to provide the applicant comments to the preliminary design of the project which includes, but is not limited to: site layout, roads, and drainage and site analysis.

During the pre-application review, the applicant is encouraged to submit a Transportation Concurrency Application. Please see the Transportation Concurrency Application for submittal requirements.

II. PRELIMINARY PLAT

After a successful pre-application meeting, Applicants are permitted to submit a formal Subdivision Application. Within 28 days of receiving the application, City staff will determine if it is complete. If the application is deemed complete, the City will notify the applicant in writing along with instructions for public noticing. If not, the applicant will be requested to provide additional information if needed.

During the site review process, staff may conduct an environmental analysis of the project if subject to the requirements of the State Environmental Policy Act (SEPA). To ensure that the public has an opportunity to review the proposal, public notice will be posted on the project site, published in the local newspaper and mailed to surrounding property owners and affected agencies. After staff review, the Community Development Director will make a final decision based on the information provided.

III. ENGINEERING PHASE REVIEW & ACCEPTANCE

The applicant is advised to schedule a pre-submittal meeting with the Development Review Engineer prior to formal submittal of Engineering Review Phase Application. Please see Engineering Review Phase Application for submittal requirements and details outlining the engineering and construction phase of the project.

IV. FINAL PLAT REVIEW

Once the applicant receives preliminary plat approval, constructs the necessary site improvements (roads, utilities) in accordance with City standards, specifications, and conditions of the preliminary plat approval, then the applicant can request Final Plat approval. Please see the Final Plat Application for submittal requirements.



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SUBDIVISION APPLICATION

STAFF USE ONLY	Project Number: _____ Application Date: _____
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Please print legibly.

NAME OF PROJECT/DEVELOPMENT: _____

(Please refrain from using the word "Covington" in your project name.)

LOCATION OF PROJECT/DEVELOPMENT:

Give street address or, if vacant, indicate lot(s), block, and subdivision OR tax lot number, access street and nearest intersection. If proposal applies to several parcels, list the streets bounding the area.

ADDRESS: _____

ASSESSOR'S PARCEL NUMBER(S): _____

LEGAL DESCRIPTION: _____

Quarter _____ Section _____ Township _____ Range _____ *(This information is on your tax statement.)*

PRIMARY CONTACT PERSON Applicant

Main contact regarding application, to whom all notices and reports shall be sent.

Name: _____ E-mail Address: _____

Address: _____ Phone: _____

City/State/Zip: _____ Signature: _____

PROPERTY OWNER Applicant

Legal owner as indicated on Property Owner Declaration. Attach a list of any additional property owners with the following information.

Name: _____ E-mail Address: _____

Address: _____ Phone: _____

City/State/Zip: _____ Signature: _____

ENGINEER Applicant

Name: _____ E-mail Address: _____

Address: _____ Phone: _____

City/State/Zip: _____ Signature: _____

SUBDIVISION APPLICATION

PROJECT DETAILS

DESCRIPTION OF PROJECT:

Current Property Use (e.g. single family, vacant, commercial, etc.)	
Comprehensive Plan Designation	
Number of proposed lots	
Zoning designation	
Total site acreage	

Total area of right-of-way (dedicated roads, access tracts, not easements)	Proposed: _____ Existing: _____
Total area constrained by critical areas	Submerged: _____ Associated buffer: _____ Other: _____
Total area dedicated to public purposes (stormwater facilities, recreation tracts)	Storm facilities: _____ Recreation: _____ Tree tract: _____



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SUBDIVISION APPLICATION CHECKLIST

The materials listed below must be submitted with your application unless specifically waived in writing by the Community Development Department. Please contact staff if you feel certain items are not applicable to your project and should be waived. Staff will not begin review until the application is determined to be complete. In no way does the completeness evaluation limit the City's ability to require additional information as needed to establish consistency with development standards.

RETURN THIS CHECKLIST WITH YOUR APPLICATION

Must be completed prior to submitting a Preliminary Plat Application

- Valid pre-application meeting on file (within 180 days)
- Valid Transportation Concurrency (within 180 days)

SUBMITTAL REQUIREMENTS:

- Application Fee (per current Fee Resolution)
- Schedule submittal appointment with Permit Center

Provide Hard Copies and Electronic .pdf Files (On USB drive for city to retain - No discs):
Reports not to exceed 5 MB, plans not to exceed 10MB

- Water and Sewer Certificates (3 copies)
- A complete SEPA Checklist Application **unless the project is categorically exempt** (4 copies)
- All existing environmental documents known to the applicant that evaluate all aspects of the proposed project within one year of application
- Preliminary plans (meeting submittal requirements)
- A tree clearing plan, if required, pursuant to CMC 18.45 (can be included on plans)
- Preliminary landscaping plans (3 copies)
- Drainage Report per Department of Ecology Stormwater Manual & Low Impact Development Techniques (Current Version) (2 copies)
- Any required critical area studies, including wetland/stream delineation by certified biologist (2 copies)

Provide Hard Copies Only:

- Preliminary Plat Application and Checklist (1 copy)
- Property Owner Declaration (attach additional sheets for all property owners)
- Critical Areas Declaration (attach additional sheets for all property owners)
- Signed Authorization to Enter Premises (attach additional sheets for all property owners)
- Minor or Major Tree Permit Application, if applicable (see Tree Removal Permit Application for additional submittal requirements)
- Copy of Certificate of Transportation Concurrency & Traffic Report (1 copy)
- Legal descriptions with original surveyor's stamp (can be included on plans)
- Title report dated within 30 days of application
- Proof that the original lot(s) are recognized as separate lots pursuant to the provisions of RCW Ch. 58.17 (can be legal lot status and can be from title company)
- One set of 11" x 17" Assessor's maps with:
 - Project site outlined in red
 - All properties within 500 feet outlined in yellow
- Four (4) sets of mailing labels in 3-column format and electronic database or spreadsheet format file of all properties within 500 feet of the subject property. (Each label should read "Current Resident", rather than the property owner name.)



SUBDIVISION APPLICATION CHECKLIST

PLAN DIMENSIONS AND NUMBER REQUIRED:

- 6 sets of 24" x 36"
- 5 sets of 11" x 17"
- 1 set of 8½" x 11"

Plans shall include the following:

Please use check boxes to ensure all applicable components are shown.

Refer to Chapter 10 of the City's Design and Construction Standards for a more complete list of information required on the plan set.

- A vicinity map showing location of the site
- Preliminary Surveyed Plan, drawn to a 1" to 20' or 1" to 30' scale, with the following information:
(Use several sheets on one plat base map if necessary to clearly convey the information)
 - North Arrow, graphic scale, date and stamp of the licensed land surveyor
 - Location of existing (dashed lines) and proposed (solid lines) property lines and easements
 - All lots numbered and fully dimensioned; building setback lines shown in each lot (dotted lines)
 - Location and names of adjacent roads
 - Location, dimensions and names of new road improvements, rights-of-way, and easements
 - Location of existing and proposed sidewalks and planting strips
 - Location of existing structures with setbacks
 - Existing and proposed utilities easements; clearly identify what is proposed and what is existing; provide documentation of existing easements
 - Locations of nearest fire hydrants (with water district identification numbers shown)
 - Location of any existing or proposed public trails, parks or other permanent open space on or adjacent to the site
 - Existing significant trees (over 6" dbh) by species
 - Boundary lines of adjacent lands and developed improvements, indicated by dotted lines for a distance of no less than 300 feet from the external boundary of the subject property; include the adjacent property zoning
 - Indications as to how this proposed development will connect or provide future connections to surrounding properties
 - Topographical plan showing existing and proposed contours at 2-foot intervals for critical areas and their buffers
- Other information using the preliminary plan as a base map:
 - Location and classification of any watercourses, wetlands or other critical areas
 - Existing and proposed grades at 2-foot intervals, with slopes in excess of 20% to be clearly identified; all contours shall extend at least 50 feet beyond the subject property



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PROPERTY OWNER DECLARATION

STAFF USE ONLY	Permit/Project Number: _____ Application Date: _____
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I/We make the following statements based upon personal knowledge:

1. I am/We are the current owner(s) of the following parcel number(s) that is/are the subject of this application, including all rights-of-way, easements, or other property ownerships which are necessary to fulfill the requirements of the application: _____
2. All statements contained in the application are true and correct to the best of my/our knowledge.
3. The application is being submitted with my/our knowledge and consent.

I/We declare under penalty of perjury under the laws of the State of Washington that the foregoing statement is true and correct.

Signed this _____ day of _____, 20____, at _____, _____
City, *State*.

Signature

Print Name

Address

Phone Number

Signature

Print Name

Address

Phone Number

State of Washington }
 County of King } ss.

State of Washington }
 County of King } ss.

I certify that I know or have seen satisfactory evidence that _____
 (Property Owner) signed this instrument and acknowledges it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

I certify that I know or have seen satisfactory evidence that _____
 (Property Owner) signed this instrument and acknowledges it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Date: _____
 Signature: _____
 Printed Name: _____
 Notary Public in and for the State of Washington
 My appointment expires: _____
 (Notary Seal or Stamp)

Date: _____
 Signature: _____
 Printed Name: _____
 Notary Public in and for the State of Washington
 My appointment expires: _____
 (Notary Seal or Stamp)

Use additional pages as needed for all property owner signatures.



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CRITICAL AREAS DECLARATION

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I/We make the following statement based upon personal knowledge (check one):

- There are critical areas on the following parcel number(s) that is/are the subject of this application:

- There are no critical areas on the following parcel number(s) that is/are the subject of this application:

I/We declare under penalty of perjury under the laws of the State of Washington that the foregoing statement is true and correct.

Signed this ____ day of _____, 20____, at _____, _____
City, *State*

Signature

Print Name

Address

Phone Number

Signature

Print Name

Address

Phone Number

State of Washington }
 County of King } ss.

State of Washington }
 County of King } ss.

I certify that I know or have seen satisfactory evidence that _____ (Property Owner) signed this instrument and acknowledges it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

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AUTHORIZATION TO ENTER PREMISES

STAFF USE ONLY	Permit/Project Number: _____ Application Date: _____
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Date: _____

Property Owner: _____

Project Address: _____

Parcel Number(s): _____

This authorization to enter premises is hereby granted to the City of Covington, its successors, and assigns for the purpose of conducting field investigations, inspections, studies, surveys, and other activities as deemed necessary by the City of Covington, its successors, and assigns in connection with review of an application for development on the project site noted above made before the City of Covington. This authorization expires: _____.

Property Owner Signature *Date*
 Printed Name: _____

Property Owner Signature *Date*
 Printed Name: _____

State of Washington }
 County of King } ss.

State of Washington }
 County of King } ss.

I certify that I know or have seen satisfactory evidence that _____ (Property Owner) signed this instrument and acknowledges it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

I certify that I know or have seen satisfactory evidence that _____ (Property Owner) signed this instrument and acknowledges it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Date: _____

Date: _____

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Notary Public in and for the State of Washington

Notary Public in and for the State of Washington

My appointment expires: _____

My appointment expires: _____

(Notary Seal or Stamp)

(Notary Seal or Stamp)