



**CITY OF KELSO  
COMMUNITY DEVELOPMENT DEPARTMENT**

P.O. Box 819  
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## PRELIMINARY PLAT CHECKLIST

The following checklist identifies information to be included with the application for Subdivision Preliminary Plat. **All the following information must be submitted and the application fee must be paid before the application is considered complete. Please see the Kelso Municipal Code (KMC) Chapter 16.16 for more information.**

***I) Application Fees*** - \$1,500 plus \$50 per lot in the proposed subdivision. Checks shall be made payable to the "City of Kelso." Additional applicable fees will be charged if other applications are attached including, Variances or Shoreline Substantial Development Permits, etc.\*

***II) Four (4) 24 x 36 copies, One (1) 11 x 17 copy and One (1) digital copy (PDF or JPEG format) of proposed site plan.***

***III) Four (4) folded and collated copies of the following information:***

- 1. Master Land Use Application Form** - shall be completed and signed in ink by the applicant and property owner(s).
- 2. Completed SEPA Checklist** - must be completed and returned with the appropriate fee(s)\*.
- 3. Completed Critical Areas Checklist** - If critical areas are present on the site or within 200 feet, a Critical Area Report shall be submitted unless exempt pursuant to KMC 18.20.
- 4. Legal Description** — supplied by a title company or surveyor licensed by the State of Washington.
- 5. Title Report** - issued within 90 days of application, showing all persons having an ownership interest.
- 6. Proposed Articles of Incorporation, Bylaws, and Covenants, Conditions, and Restrictions (CCRs), if applicable.**
- 7. Traffic Impact Study** - if required by the City Engineer and/or Public Works Director.
- 8. Narrative** - A written narrative shall be submitted that elaborates the proposal.

**9. Site Plan – Submit:**

- **Four (4) full size copies** (typically in 24" x 36" format) drawn to scale (not less than 1" = 20' and not more than 1" = 50')
- **One (1) reduced copy** in 11" x 17" or 8 1/2" x 11" format and
- **One (1) electronic copy** (jpg or pdf) showing at a minimum the following:
  - a) Name of the proposed subdivision, date, scale, and north arrow.
  - b) Applicant's name, address, phone, and fax number.
  - c) Contact person's name, address, phone, and fax number.
  - d) Property owner's name, address, phone, and fax number
  - e) Legal description including Section, Township, Range, and Donation Land Claim.
  - f) The signatures of the owner(s) and surveyors of the land to be involved.
  - g) Vicinity map.
  - h) Location and description of the environmental features including watercourses, ditches, areas of flooding or ponding, rock outcroppings, wooded areas and isolated preservable trees eight inches or more in diameter measured our feet above the ground, etc.
  - i) The contours with intervals of five (5) feet or less if the site has steep slope greater than 10%. Contour lines shall extend at least one hundred (100) feet beyond the boundaries of the proposed subdivision. Contours shall be relative to sea level and based on USGS or USC&GS datum.
  - j) Location of existing and proposed property lines.
  - k) Proposed number assigned to each lot and block, with lots numbered consecutively in a block.
  - l) Proposed dimensions and area (square footage) of the lots.
  - m) Existing structures on site. Indicate as to whether to remain or be removed.
  - n) Setbacks to all existing and proposed structures from the property lines.
  - o) Identify use(s) of all existing and proposed structures.
  - p) Location and names of existing and proposed right-of-way widths, streets, curb, gutter, sidewalks, driveways, drive isles, off-street parking, railroads, alleys, bicycle parking, and pedestrian and bicycle pathways.
  - q) The Base Flood Elevation (BFE) benchmarks if the proposed subdivision is located in the 100-year floodplain.
  - r) The high water mark boundaries if the proposed subdivision borders a river, stream, wetland, or lake, etc.
  - s) A conceptual grading plan showing proposed clearing and vegetation retention as well as proposed topography detailed to five (5) foot contours, if applicable.
  - t) Drainage plans in conformance with the requirements specified by the City Engineer and/or Public Works Director.
  - u) Location of existing and proposed private and public utilities including water, sewer, and storm drain, etc.
  - v) Location of existing and proposed private and public easements.
  - w) Location and dimension of existing and proposed recreational areas and open spaces, if any.
  - x) Identify all areas proposed to be dedicated for public use, with designation of the purpose thereof and any conditions.
  - y) Location and dimension of existing and proposed fences.
  - z) Future development plans, if applicable.
  - aa) Any additional information determined to be necessary to demonstrate compliance with any other portions of the Kelso Municipal Code (KMC).

\*The administrative official is authorized to require an agreement to pay fees if it is determined that staff time will likely exceed the basic application fee collected. The applicant will be charged monthly for time spent in excess of the collected fee at a rate of \$45 per hour for the primary staff person assigned.