



**CITY OF KELSO
COMMUNITY DEVELOPMENT DEPARTMENT**

P.O. Box 819
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SHORT PLAT CHECKLIST

The following checklist identifies information to be included with the application for Short 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 16.44 for more information.

1. **Application Fees** - \$1000.00 plus \$50 per lot. Checks shall be made payable to the “City of Kelso.” Additional applicable fees will be charged if other applications are attached including Critical Area Permit, Variance(s) or Shoreline Substantial Development Permit(s), etc.

2. **Four (4) folded and collated copies of the following information:**
 - Cover Sheet** - Completed and signed in ink by the applicant and property owner of record.

 - Completed Critical Areas Checklist (when applicable)** - 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, if applicable.

 - Legal Description** – The full description as supplied by a title company or surveyor licensed by the State of Washington.

 - Proof of Ownership** – Title report showing all persons having an ownership interest.

 - Narrative** - A written narrative shall be submitted that elaborates the proposal.

 - Site Plan** – Submit:
 - **Four (4) full size copies** (18” x 24” format) drawn to scale (not less than 1” = 20’ and not more than 1” =50’)
 - **One (1) reduced copy** in 11” x 17” format and
 - **One (1) electronic copy (pdf or jpg)** showing at a minimum the following:
 - Name of the proposed subdivision with date, scale, and north arrow.
 - Applicant’s name, phone, and fax number.
 - Contact person’s name, phone, and fax number.
 - Legal description including Section, Township, Range, and Donation Land Claim.
 - Vicinity map.
 - Location and description of any environmental features.

- The contours with intervals of five (5) feet or less if the site has steep slope greater than 10%.
- Location of existing and proposed property lines.
- Proposed number assigned to each lot and block, with lots numbered consecutively in a block.
- Proposed dimensions and area (square footage) of the lots.
- Existing structures on site. Indicate as to whether to remain or be removed.
- Setbacks to all existing and proposed structures from the property lines.
- Identify use(s) of all existing and proposed structures.
- 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.
- The Base Flood Elevation (BFE) benchmarks if the proposed subdivision is located in the 100-year floodplain.
- The high-water mark boundaries if the proposed subdivision borders a river, stream, wetland, or lake, etc.
- A conceptual grading plan showing proposed clearing and vegetation retention as well as proposed topography detailed to five (5) foot contours, if applicable.
- Drainage plans in conformance with the requirements specified by the Public Works Director.
- Location of existing and proposed private and public easements.
- Location of existing and proposed private and public utilities.
- Location and dimension of existing and proposed recreational areas and open spaces, if any.
- Location and dimension of existing and proposed fences.
- Future development plans, if applicable.

The preliminary site plan **DOES NOT REQUIRE A SURVEY**. Any additional information determined to be necessary to demonstrate compliance with any other portions of the Kelso Municipal Code (KMC).