



CITY OF
BRIER
ESTD 1965

LAND USE APPLICATION

File Name: _____

File No(s): _____

Receipt No.: _____ Receipt Date: _____ Received By: _____ Amount: \$ _____

Instructions for Applicants

Please read and follow all instructions on your application carefully. If you have any questions about the process or your project, it is strongly recommended that you speak with staff prior to submitting your application to help ensure that processing can advance in a timely manner. Every application must include this cover sheet, the application/checklist and all required items, and a notarized affidavit of ownership (if applicable).

Specific Type of Land Use Application to be submitted (check all that apply):

- | | | |
|--|--|--|
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Lot Line Adjustment / Combination | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Critical Areas Review | <input type="checkbox"/> Secondary Dwelling Unit | <input type="checkbox"/> Wireless Communication Facility |
| <input type="checkbox"/> Environmental Review (SEPA) | <input type="checkbox"/> Short Subdivision (Short Plat) | <input type="checkbox"/> Other (please specify): _____ |
| <input type="checkbox"/> Landscape Plan Review | <input type="checkbox"/> Subdivision (Long Plat) | |

Please Print or Type Legibly

Site Address(es):			
Assessor Parcel Number(s) – (APNs):			
Zoning:		Comp. Plan Designation:	
Applicant:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Contact Person, if different:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Property Owner(s), if different:			Phone:
Address:			Cell:
City:	State:	Zip:	Fax:
E-Mail:			
Description of Proposal:			



LAND USE APPLICATION

I certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my knowledge. I understand that this application does not constitute approval of permits and/or work to be performed. I certify that I am or represent the owner and am acting with the owner's full knowledge and consent. I further understand that...

Initials

- ... This application applies only to the property for which it is approved and is non-transferable.
- ... Approval of an application does not in any way replace, modify or waive any requirement for the compliance of the proposal with other applicable standards or regulations. It is the responsibility of the owner / applicant to become aware of the requirements of the BMC. The approval of any plans does not guarantee that all provisions of applicable codes have been met.
- ... The burden of proof rests with the applicant.
- ... An application may be amended only in writing.
- ... Submittal of this application grants the appropriate city officials the right of entry to the project site during reasonable hours.
- ... Items with any typewritten information must be 10-point font or larger to ensure legibility of scanned documents.
- ... It is the applicant's responsibility to request required inspections a minimum of twenty four (24) hours in advance at (425) 775-5440.
- ... By submitting this application, I consent to pay any fees incurred for engineering or outside consultant review.

Signature of Owner/Agent: _____ Date: _____

Please Print Name: _____

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Date	Action / Notes	Initials



SUBDIVISION (5 OR MORE LOTS)

File No./Name: _____

Site Address: _____

Proposed Plat Name: _____ **No. Proposed Lots:** _____

Parcel Number(s): _____

A **Pre-Application Meeting** is required prior to submittal of a subdivision application. Staff strongly encourages applicants to become familiar with the requirements of Brier Municipal Code (BMC) Title 16 – Subdivisions.

An application for a **Subdivision** is complete when it is accompanied by the following items. Additional information may be required. No application shall be considered complete if any of the required information is missing. Subdivisions are completed in three major phases: Preliminary Approval, Construction, and Final Approval.

Per Revised Code of Washington (RCW) 58.17.070, the application will be processed simultaneously with applications for variances, environmental review, critical areas review, and similar quasi-judicial or administrative actions.

PRELIMINARY APPROVAL PHASE

The Preliminary Approval phase consists of evaluating feasibility of the proposed subdivision for overall conformance with adopted zoning, critical area, utility and environmental regulations. The subdivision is reviewed at a Public Hearing with the Planning Commission, which forwards a written recommendation to City Council for a final decision. Preliminary Approval does not constitute approval of final construction drawings. Additional copies will be required later in the process.

PRELIMINARY APPROVAL PHASE – REQUIRED SUBMITTALS

- 1. Land Use Application Cover Sheet, with original signature(s) and Application Deposit: \$10000.
- 2. Four (4) copies of the preliminary plat prepared by a Washington State-Licensed Surveyor containing the following information:
 - A. Title block with the name of the preliminary plat, sheet identification, and space for the City of Brier File No.;
 - B. A vicinity map at a maximum scale of 1" = 400';
 - C. Date, scale, legend, north arrow, and vertical control datum. The scale shall be 1" = 100';
 - D. Site information, including zoning, comprehensive plan designation, utility providers, acreage, and the name(s) and address(es) of the owner(s), developer(s), and any other parties of interest;
 - E. The certification, name, address, and telephone number of the registered land surveyor;
 - F. Note the ownership of all adjacent land and all land contiguous to the proposed subdivision that the applicant owns or has an interest in;
 - G. Snohomish County Assessor Parcel Numbers (APNs) for all affected tracts;
 - H. Legal descriptions of existing and proposed lots, tracts, and dedications;
 - I. Boundary lines of the tracts to be subdivided, with the corresponding bearings and actual dimensions of the tract to be platted, subdivided, or dedicated;
 - J. The locations, widths, and designations of all existing or platted streets within 200 feet of the proposed subdivision;
 - K. The locations, widths, designations, and recording number of all existing easements within 200 feet of the proposed subdivision;
 - L. The location of all other features such as buildings, utilities, watercourses, power lines, and section lines within 200 feet of the proposed subdivision, and an indication of whether they will be removed or retained;
 - M. The location of any existing septic tanks, grinder pumps, or fuel tanks;
 - N. Lot dimensions, lot area (in square feet), building envelopes, front yard designations, and number of lots. Lots shall be numbered consecutively;
 - O. Location and dimensions of proposed roads or access tracts or easements, including pavement width and dimensions of fire department turnarounds;

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Verified	Waived



SUBDIVISION (5 OR MORE LOTS)

Detailed construction plans may be submitted for concurrent review with the preliminary approval documents, however plans will not be approved or issued until after Preliminary Approval is granted and a Pre-Construction Meeting is held. As-built drawings in CAD and PDF format are required prior to Final Approval and recording.

CONSTRUCTION PHASE – REQUIRED SUBMITTALS

- 1. Four (4) copies of the preliminary construction plan prepared by a Washington State-Licensed Professional Engineer containing the following information:
 - A. Title block with the name of the preliminary plat, sheet identification, and space for the City of Brier File No.;
 - B. Date, scale, legend, north arrow, and vertical control datum;
 - C. The certification, name, address, and telephone number of the registered professional engineer;
 - D. The contours, with intervals of five feet or less, which shall be referenced to mean sea level datum and shall extend reasonably beyond the boundaries of the site;
 - E. Right-of-way cross section showing pavement, curb, gutter, drains, planter strip and sidewalk;
 - F. Detailed plans for disposal of sewage by gravity flow into a municipal sewage system, including the name of the municipal system, location, depths, and sizes of sewer lines or other sewage structures, designed in compliance with Chapter 13.04 BMC and adopted city standards for sewer installation;
 - G. Detailed plans for draining groundwater from roadway foundations;
 - H. Detailed plans for the water distribution system, including fire hydrant placement, designed in accordance with current Alderwood Water & Wastewater District standards;
 - I. Detailed plans, designs and calculations for a stormwater management system designed to handle runoff from streets, sidewalks, and the maximum impervious surface area for all lots in the proposed subdivision, designed in accordance with Chapter 14.04 BMC, and
 - J. A detailed layout of other proposed utilities, including electric, gas, and telecommunications, along with meter locations, vaults, materials and sizes.
- 2. A complete Land Disturbing Activity application.
- 3. A complete Stormwater Facility application.
- 4. A complete Street Opening / Right-of-Way Use application.
- 5. A complete Major Tree Removal Permit application.
- 6. A complete Demolition application, if required.

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FINAL APPROVAL PHASE

The Final Approval phase includes review of the final subdivision map, submittal of as-built drawings, and approval by City Council. Final approval and recording must be completed prior to expiration of the subdivision. The final subdivision shall conform to the preliminary subdivision approved by City Council and any conditions of said approval. Slight deviations may be allowed if the city determines that such deviations were necessary due to unforeseen technical problems. Additional copies will be required later in the process.

Prior to submitting documents for approval, the following construction items must be completed:

- Inspection punch list items complete;
- Storm system cleaned and inspected;
- Sanitary sewer system air tested and video inspected; and
- All conditions of preliminary approval met.

After Final Approval, the applicants will need to record the approved, signed final documents and any deed(s) of conveyance with the Snohomish County Auditor’s Office and pay all taxes to the Snohomish County Treasurer. More



SUBDIVISION (5 OR MORE LOTS)

information about recording requirements, the recording process, and taxes due can be found online at:
<http://snohomishcountywa.gov/278/Recording>.

FINAL APPROVAL PHASE – REQUIRED SUBMITTALS

- 1. Two (2) copies of the final plat prepared and submitted in accordance with the current Final Subdivision Map Requirements.
- 2. Two (2) copies of the final as-built construction drawings prepared and submitted in accordance with the current As-Built Requirements.
- 3. Two (2) copies of a current title report issued by a title insurance company showing all parties whose consent is necessary and their interest in the real property, as well as listing all encumbrances.
- 4. Two (2) copies of lot calculations confirming all dimensions on the plat.
- 5. One (1) copy of Subdivision Construction Costs with all attachments.
- 6. One (1) copy of a current Plat Name Reservation letter from the Snohomish County Auditor’s Office.
- 7. One (1) original copy of each utility acceptance letter from all purveyors that installed utilities as part of the subdivision.
- 8. One (1) set of reduced copies (no larger than 11x17”) of all plans and oversized documents, plus one (1) electronic copy.
- 9. Submit all required performance and maintenance bonds and/or financial guarantees.
- 10. Payment of any outstanding charges for review up to submittal of final documents.
- 11. Plat certificate from title insurance company (to be provided when City Council review is scheduled).

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Date	Action / Notes