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# City of DuPont Preliminary Short Plat Application

1700 Civic Drive  
DuPont, WA 98327

Phone 253-912-5393  
Fax 253-964-1455

**City File Number:** \_\_\_\_\_

All information listed in this application, or by applicable ordinance, must be submitted in order for a preliminary plat application to be determined complete. Only a complete application will be processed for conformance with adopted policies and requirements.

**General Information:**

Project name: \_\_\_\_\_

Owner name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: (\_\_\_\_\_) \_\_\_\_\_ Fax number: (\_\_\_\_\_) \_\_\_\_\_

Authorized representative:

Address: \_\_\_\_\_

Phone number: (\_\_\_\_\_) \_\_\_\_\_ Fax number: (\_\_\_\_\_) \_\_\_\_\_

**Location and Description of proposal. Be specific.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Site Information:**

Site acreage: \_\_\_\_\_

Number of lots: \_\_\_\_\_

Average lot size: \_\_\_\_\_

Acreage of lots: \_\_\_\_\_

Acreage of public streets: \_\_\_\_\_

Acreage of storm drainage improvements: \_\_\_\_\_

Acreage of critical areas and buffers: \_\_\_\_\_

**Required Plans, Information and Fee:**

(Quantity and minimum scale of each item or drawing is indicated in parenthesis. Engineering related plans shall be no larger than 24 by 36 inch sheet size) **Short Plat Site Plat shall be on 18inch by 24 inch sheets.**

- Vicinity Map (include as part of site plan),
- Short Plat Site Plan drawn at one inch equals 20 feet (1:20 scale, 7 each),
- Topographic information at two foot elevation (1:20 scale, 7 each)
- Existing Tree Plan identifying location, size and species of all landmark, historic and specimen trees and trees to be retained (1:20 scale, 7 each),
- Grading Plan with estimated dimensions and quantities of work involved (1:20 scale horizontal and two foot contour interval vertical, 7 each),
- A Temporary Erosion and Sediment Control (TESC) Plan shall be provided, including details and City Standard TESC notes.
- Storm Drainage and Utility Plan (1:20 scale, 7 each), Existing utilities and easements shall be shown.
- Preliminary Stormwater Management Report and calculations (3 each),
- Roadway cross sections, (single line dimension, 7 each),
- One each 8 by 11 inch reduction of all drawings,
- Average daily trips generated by the proposal based on the International Transportation Engineers Trip Generation Manual (2 each),
- Title report of subject site that is less than 30 days old,
- Draft of proposed covenants, conditions and restrictions related to the maintenance of open space or commonly owned improvements, if applicable (2 each),
- Letter of Sewer Availability from Pierce County (2 each),
- Letter of Water Availability from City of DuPont (2 each),
- Completed environmental checklist (2 each),
- Pre-stamped envelopes addressed to all property owners within 300 feet of the subject site and list of addresses (1 each). Be sure to include envelopes for the applicant and applicant's representative.
- Completed Preliminary Short Plat Application (1 each),
- Completed Agent Affidavit (1 each),
- Filing fee(s).

**Note:**

Fill out and return this application with all material listed in the Required Plans, Information and Fee section. All plans must be folded to 8½ by 11 inch size. Submittal of all required plans, information and fees constitutes a complete application. You will be contacted by the City within 28 days of formal application submittal regarding whether the application is complete. Site work may not start until all necessary permits have been obtained. Paper or electronic drawings of the proposal may be requested for presentation purposes.

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(Applicant Signature)

(Date) (Print name)