



City of Sequim Planning Department
www.ci.sequim.wa.us

Phone: 360-683-4908
Fax: 360-681-0552

615 N. 5th Avenue
Sequim, WA 98382

APPLICATION FOR A MAJOR/MINOR PLAT AMENDMENTS

For Department Use Only:	
Application Fee	Application Number: _____
\$1,250.00-Major & \$850.00-Minor;	
Plus consultant fee, if any; non-refundable	Associated Applications: _____
Receipt Number: _____	_____
Date: _____	_____
Clerk: _____	

APPLICANT INFORMATION

Owner's Name: _____

Owner's E-mail Address: _____

Owner's Mailing Address: _____

Owner's Telephone: _____ Business Telephone: _____

Representative's Name: _____

Representative's E-mail Address: _____

Representative's Mailing Address: _____

Representative's Telephone: _____

Are there any critical areas; such as wetlands, critical wildlife habitat, steep slopes (greater than 15%), frequently flooded areas, irrigation ditches, streams and stream corridors? No Yes

If yes, attach the appropriate environmental analysis.

This Major/Minor Plat Amendment is for? Residential Development Commercial Development
 Mixed-Use Development

Please provide the existing Address, Legal Description and/or Parcel Number(s)?
Use and attach additional pages if necessary.

Major/Minor Plat Amendment Application Submittal Requirements Checklist

*****It is the responsibility of the applicant to ensure that all submittal requirements listed below are turned in as part of this application. Incomplete applications will not be accepted by the City of Sequim Planning Department. *****

[Major and Minor Plat Amendments shall concurrently amend the applicable underlying land use application (ie: Final Major Subdivisions, Final Minor Subdivisions & Final Binding Site Plans)].

- A Pre-Application meeting shall take place prior to formal submittal of the Major/Minor Plat Amendment and the accompanying application (\$350.00-fee).
- A complete Plat Amendment map and the accompanying application with all required studies and submittal materials (Minor - \$850.00-fee), (Major - \$1,250.00-fee).
- ***State Environmental Policy Act (SEPA) Checklist (\$500.00-fee).
- Title Report or other proof of ownership.
- Critical Areas special studies where required by the Critical Areas Ordinance (SMC 18.70 &18.80).
- Preliminary Stormwater Drainage Plans, prepared consistent with the requirements of SMC Title 13.
- Estimated quantities of fill exported and imported to the site.
- Location of streams, irrigation ditches, drainage ditches, wetlands, ponds, floodways or other water courses on or within 200'of the proposed project.
- Location, extent and type of wooded areas and all trees greater than eight inches in diameter, or identified as species of local significance.
- Adjacent property owners' list for all properties located within a 300'radius obtained for Clallam County assessor's office.
- A scaled vicinity map showing the subject property in reference to surrounding properties, streets, subdivisions, municipal boundaries, identified critical areas within 500'of the subject property, and including a north arrow.
- Copies of any existing and/or proposed deed restrictions or covenants.
- Draft maintenance agreements and proposed management entities responsible for tax payments and maintenance of common facilities (such as roads, stormwater facilities, open spaces, trails, parks, etc).
- Preliminary utility plans, including provisions for water, sewer, underground power where appropriate, telecommunications, and solid waste disposal.

- Preliminary landscaping plans.
- For proposed replatting of existing subdivisions: the lots, blocks, streets, etc. of the original plat shown with dotted lines in the proper positions in relation to the new arrangement of the plat, the new plat being clearly shown in solid lines to avoid ambiguity.
- Any additional materials, as determined by the department during the required pre-application meeting, to be necessary to fully evaluate the application.
- A description of how parking requirements will be met.
- Preliminary road plans including plan, sections, and profiles.
- Preliminary phasing plan, if proposed.
- Five Copies of an 18" x 24" or larger map prepared by a Washington State licensed and registered land surveyor, drawn at a horizontal scale of 50-feet or fewer to the inch depicting the following items:**
 - The name of the project, with current date, scale and north arrow.
 - Legal Description of the entire parcel.
 - Boundary lines, right-of-way for streets, easements and property lines of lots.
 - Location of all open spaces, lot acreage and dimensions and lot numbers.
 - Location of all utilities and other improvements, with accurate bearings, dimensions of angles and arcs, and all curve data describing the location of improvements.
 - Street (right-of-way) widths with names and private and/or public easements, their dimensions and their purpose.
 - After all appropriate processes identified in code are complete for preliminary approval, the applicant shall submit a Final Major Amendment Plat map (\$600.00) or a Final Minor Amendment Plat map (\$300.00).

*****The City of Sequim Planning Department may require additional information necessary for decision making purposes. *****

I certify that the above information is true and correct to the best of my knowledge and accept responsibility for all claims and damages which may be occasioned to any other land or persons by actions authorized by the City of Sequim in relation to this Major or Minor Plat Amendments.

***May not be required with permission of the Planning Director

Owner(s)

Date

Representative(s)

Date