

**TITLE 17 PREAPPLICATION CONFERENCE REQUEST
SHORT PLAT, SUBDIVISION, LARGE LOT SUBDIVISION**



<p>DATE STAMP FOR CITY USE ONLY</p>	<p>TO BE FILLED OUT BY APPLICANT</p>
	<p>PROJECT NAME (if any): _____</p>
	<p>TAX ASSESSOR'S NUMBER(S): _____ _____ _____</p>
	<p>PROJECT STREET ADDRESS OR ACCESS STREET: _____</p>
	<p>ENVIRONMENTAL CHECKLIST SUBMITTED : <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
	<p>FOR CITY USE ONLY</p>
	<p>FILE NUMBER: _____</p>
	<p>PROJECT NUMBER: _____</p>
	<p>DATE RECEIVED: _____</p>
	<p>APPLICATION FEE: _____</p>
	<p>TREASURER'S RECEIPT NUMBER: _____</p>

SUBMITTAL REQUIREMENTS	
APPLICATION	<i>One original (which must contain an original signature)</i> and <i>six copies</i> must be provided. Whenever possible, originals must be <i>signed in blue</i> . Please identify the original document.
SUPPORTING DOCUMENTS	<i>One original (which must contain an original signature)</i> , where applicable, and <i>six copies</i> (if an original is not applicable, <i>seven copies</i> must be provided).
FULL-SIZE DRAWINGS	<i>Seven copies</i> of the required drawings must be provided. Drawings <i>must be folded</i> and <i>must be 18" x 24"</i> in size. <i>No construction drawings or other sized drawings</i> will be accepted unless specifically requested.
REDUCED DRAWINGS	<i>Two copies</i> of the drawings reduced to 11" x 17" must be provided.
SUBMITTING APPLICATIONS	Applications <i>must be submitted in person</i> by either the owner or the owner's designated agent. Should an agent submit the application, a <i>notarized Owner/Agent Agreement</i> must accompany the application. Please call (206) 780-3762 to make an appointment to submit your application.
FEES	Please call the Department of Planning & Community Development for submittal fee information.
ATTACHED SUBMITTAL CHECKLIST	Please refer to attached Submittal Checklist for further information. Note: when submitting this application, please do not copy or include the Submittal Checklist sheets attached to the back of this application.
<p>APPLICATIONS WILL NOT BE ACCEPTED unless these basic requirements are met and the submittal packet is deemed counter complete.</p>	

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT
 280 MADISON AVENUE NORTH • BAINBRIDGE ISLAND, WA • 98110-1812
 PHONE: (206) 842-2552 • FAX: (206) 780-0955 • EMAIL: pcd@bainbridgewa.gov
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A. GENERAL INFORMATION

1. Name of property owner: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Name of property owner: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Name of property owner: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

If the owner(s) of record as shown by the county assessor's office is (are) not the agent, the owner's (owners') signed and notarized authorization(s) must accompany this application.

2. Applicant/agent: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

3. Name of land surveyor: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

4. Planning department personnel familiar with site: _____

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5. Description of proposal:

6. General location of site:

7. Please give the following existing parcel information:

Assessor's Parcel Number	Parcel Owner	*Lot Area
Use additional sheet if necessary	Total of all parcels:	

** As defined in Bainbridge Island Municipal Code 18.12.050*

Your proposal is best described as:

- commercial, industrial or multi-family subdivision; or
- single family subdivision: clustering or open space (%)
 - dividing one or more parcels into five-acre lots;
 - dividing one parcel into no more than four lots;
 - dividing one parcel into five or more lots; or
 - dividing two or more parcels into no more than nine lots (additional 15% open space).

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8. Legal description (or attach): _____

9. Current comprehensive plan, zoning and shoreline designations and use of subject parcel(s):

Lot Number	Comp Plan Designation	Zoning Designation	Shoreline Designation	Current Use
Lot				

10. Current comprehensive plan, zoning and shoreline designations and use of adjacent properties:

Property	Comp Plan Designation	Zoning Designation	Shoreline Designation	Current Use
North				
South				
East				
West				

11. Does the site contain an environmentally sensitive area as defined in Critical Areas Ordinance (*Bainbridge Island Municipal Code Chapter 16.20*)?

yes no unknown

If yes, check as appropriate:

<input type="checkbox"/> wetland*	<input type="checkbox"/> geologically hazardous area**
<input type="checkbox"/> wetland buffer*	<input type="checkbox"/> zone of influence**
<input type="checkbox"/> stream*	<input type="checkbox"/> slope buffer**
<input type="checkbox"/> stream buffer*	<input type="checkbox"/> fish and wildlife habitat area

* If your site includes a wetland or wetland buffer, a wetland report may be necessary with your application.

** If your site includes a geologically hazardous area or is within the zone of influence as defined in *Bainbridge Island Municipal Code 16.20*, a geotechnical report may be required with your application.

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12. Is construction planned within 200 feet of ordinary high water (usually where shoreline vegetation changes from salt tolerant to upland plants)? [] yes [] no [] unknown

13. Are there underlying/overlying agreements on the property? [] yes [] no [] unknown

If yes, check as appropriate and provide a copy of the decision document:

- [] CUP Conditional Use Permit [] SPR Site Plan Review
[] MPD Master Planned Development [] SPT Short Plat
[] PUD Planned Unit Development [] SSDP Shoreline Permit
[] REZ Contract Rezone [] SUB Prior Subdivision
[] RUE Reasonable Use Exception [] VAR Zoning Variance
[] Other: _____

Under which jurisdiction was the approval given?

- [] City of Bainbridge Island [] Kitsap County

Approval date: _____

14. Is there any other information which is pertinent to this project? [] yes [] no

If yes, please explain: _____

B. TECHNICAL INFORMATION

1. Name of water purveyor: _____

If a private well, what class? _____

2. Type of sewage disposal: [] on-site septic [] off-site septic [] sewer

Sewer district: [] City of Bainbridge Island [] Sewer District 7

3. General description of the existing terrain: _____

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4. Soil survey classification: _____

5. Flood plain designation: A AE

6. Access (street functional road classifications):

Street Type	Required ROW Width	Street Name	Existing ROW Width
primary arterial	150 feet	Highway 305	
secondary arterial	60 feet		
collector	50 feet		
residential urban	40 feet		
residential suburban	30 feet		
private	20 - 30 feet		

7. Sidewalks are adjacent to the parcel: yes no
If yes, existing sidewalks are _____ feet wide.

Sidewalk installation is proposed as part of the development project: yes no

Proposed sidewalks: adjacent to the parcel and are to be _____ feet wide.
 internal to the proposal and are to be _____ feet wide.

8. Will the completed project result in 800 or more square feet of impervious surface (building footprint + driveways + parking)? yes no unknown

9. Will the project result in clearing more than six significant trees or 2,500 square feet of ground? yes no unknown

10. Do storm water systems exist on the site? yes no unknown
If yes, were they constructed after 1982? yes no unknown

If yes, what type of storm water system exists on the site?
 infiltration open ditching closed conveyance detention

11. Will the completed project result in excavating of or filling in:
 less than 50 cubic yards. more than 50 cubic yards but less than 100 cubic yards. more than 100 cubic yards.

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I hereby certify that I have read this application and know the same to be true and correct.

*Signature of owner or authorized agent

Date

*Signature of owner or authorized agent

Date

*Signature of owner or authorized agent

Date

**If signatory is not the owner of record, the attached "Owner/Agent Agreement" must be signed and notarized.*

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SUBMITTAL DOCUMENTS

Proposals for short plats, subdivisions and large lot subdivisions require a preapplication conference. Conferences may be applied for by property owners or other authorized applicants. Conference applications must be submitted in person at the City of Bainbridge Island Department of Planning and Community Development. A complete application shall include the items listed below (unless waived in writing by the director or project manager):

- A completed application form provided by the city containing the original signatures of all property owners;
- A notarized Owner/Applicant agreement signed by all owners in the event the owners designate an agent to act in their stead;
- The original and six (6) copies of the application and all supporting documentation (should an original supporting document not be available, please provide seven (7) copies of said document);
- Seven copies of the composite site plan (overlays of the base map) as defined in *Bainbridge Island Administrative Manual*. Drawings must be folded, must be 18" x 24" in size with a minimum scale of 1" = 100'.

No construction drawings or other sized drawings will be accepted unless specifically requested by the planner;

- Two copies of reduced drawings, 11" x 17";
- Vicinity map showing the proposed project site and major city streets (map shall, at a minimum, cover the section in which the project is located);
- An application fee in the amount specified by the City of Bainbridge Island fee schedule.

...see drawing information next page...

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INFORMATION TO BE ON DRAWINGS

A. IDENTIFICATION INFORMATION (to be included on each page of each drawing):

- Name of proposed project;
- Name, address, phone and fax numbers and e-mail address of whomever prepared the drawing;
- Date of drawing preparation;
- North arrow;
- Graphic scale (minimum scale: 1" = 100');
- Quarter section, section, township and range of the proposed project; and
- Page numbers and total number of pages.

B. BASE MAP DRAWING CONTENT

Please provide the following information on one or more sheets:

- Name, address, phone and e-mail address of property owner and applicant;
- Assessor's account number(s) of parcel(s) included within the proposed project;
- Legal description of the property included within the proposed project;
- Total area of the proposed project;
- Zoning and comprehensive plan designation(s) of parcels included within the proposed project;
- Proposed home site areas and/or lots;
- If the project is a replat of an existing subdivision, the original plat shown in dashed or faded lines along with its relationship to the proposed project;
- Contours at a maximum interval of five feet;
- Location of all existing structures, wells (including well protection areas) and other improvements located on the subject property or within 150 feet of the subject property;

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- Location, name and width of all existing and proposed streets, roads, bicycle paths or lanes, trails, easements, greenways, and/or open spaces located on the subject property or within 150 feet of the project;
- Existing land use(s) on the subject property or within 150 feet of the subject property;
- All streams, wetlands, shorelines, drainage ways or critical areas and any associated buffer(s) located on or within 150 feet of the proposed project;
- If within 200 feet of the shoreline, ordinary high water mark;
- Type of vegetation (i.e.: wooded, meadow, cleared, wetland, etc.) on or within 150 feet of the subject property;
- Location of all slopes steeper than 15% showing top and toe and percentage of slope;
- FEMA Flood Insurance Rate Map designation of the property included within the proposed project;
- Location and area of proposed open space (if applicable);
- Open space areas designated as separate tracts or portions of lots (if applicable);
- Location of existing and proposed individual or community water supply and septic systems on the subject property or within 150 feet of the subject property;
- Proposed means of providing water service and sanitary sewer service;
- Schematic plan of proposed utilities, if any;
- Areas of identified historical importance located on the project site or within 150 feet of the subject property (such as structures listed on the National Registry for Historic Places or places on the 1987 Bainbridge Island Historic Survey);
- Proposed means of meeting the requirements of the city's storm drainage ordinance;
- Proposed means of meeting the city's fire protection ordinance; and
- If phasing of the project is proposed, show the proposed phase boundaries.

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