



**PRELIMINARY PLAT / SHORT PLAT / BINDING SITE PLAN APPLICATION**

**Liberty Lake Community Development Department**

22710 E Country Vista Drive, Liberty Lake, WA 99019

Phone: (509) 755-6704

Website: [www.libertylakewa.gov](http://www.libertylakewa.gov)

Email: [permitcenter@libertylakewa.gov](mailto:permitcenter@libertylakewa.gov)

**Please check one:**

Plat                      Short Plat                      Binding Site Plan

**The following items must be submitted electronically with your application, as applicable:**

- **Assessor’s Section Map (less than 30 days old)** – subject property to be outlined in red, adjacently owned property to be outline in a dashed red
- **Zoning Section Map** - subject property to be outlined in red, with proposed zoning labeled on each property
- **Title Report (less than 30 days old)** – must be prepared by a Title Company licensed in WA State
- **Legal Description** – illustrated on the preliminary plat & must match the description on the title report
- **Environmental Checklist (if applicable)**
- **Certificate of Water / Sewer Availability**
- **Required Public Notice** – City staff will provide applicant with the preparation instructions
- **Preliminary BSP Maps** – see City Development Code §10 – 4D – 13 for requirements
- **Preliminary Short Plat Maps** – see City Development Code §10 – 4D – 4 for requirements
- **Preliminary Plat Maps** – see City Development Code §10 – 4D – 4 for requirements
- **Planned Unit Development Submittals** – see City Development Code §10 – 4E – 7 for requirements
  - Plats with PUD Overlays may combine the Preliminary Plat Map & the Preliminary PUD Site Plan into one Preliminary Planned Unit Development (PUD) Plat
- **Site Analysis Map** – for plats & short plats only – see City Development Code §10 – 4D – 4 for requirements
- **Proposed Landscape Plan & Preliminary Street Lighting Plan** – for plats & short plats only – see City Development Code §10 – 4D – 4 for requirements
- **Phasing Plan (if applicable)**
- **Typical Street Cross Section Detail with Approximate Center Line Grade**
- **Typical Setback Details**
- **Draft Covenants, Conditions, & Restrictions – CCR’s (if available & applicable)**
- **Critical Area Exhibits** – see City Development Code §10 – 6B for requirements
  - **Wetland Report**
  - **Habitat Management Plan**
  - **Preliminary Geo-Hazard Evaluation Report**
  - **Hydrogeologic Report**
  - **Previous Site-Specific Environmental Studies and / or reports (if applicable)**

<b>Applicant Name:</b>	
Email:	Phone:
Address:	City, State, Zip:
<b>Agent / Consultant / Attorney (mandatory if primary contact is different from applicant or property owner):</b>	
Email:	Phone:
Address:	City, State, Zip:

<b>Property Owner 1 Name:</b>	
Email:	Phone:
Address:	City, State, Zip:
<b>Property Owner 2 Name:</b>	
Email:	Phone:
Address:	City, State, Zip:

**Site Specific Information**

Site Address / Location:			
Parcel Number(s) of Project / Proposal:			
Legal Description of Project / Proposal:			
Section:	Township:	Range:	Source of Legal Description:
Parcel Size(s):			
Adjacent Area Owned or Controlled (acres or sq. ft.):			
Parcel Number(s) of Adjacent Area:			
Description of Proposal:			
	Current Designation	Requested Designation	
Land Use Map:			
Zoning Map:			
Proposed Use of the Property (please circle all that apply):	Single Family Dwelling	Duplexes	Multi-Family Dwellings
	Manufactured Homes	Commercial	Industrial
	Mixed Use	Other (describe):	
Proposed Number of Lots / Parcels:		Gross Area (acres):	
Typical Lot Size:		Smallest Lot Size:	
Is dedication of land for public use proposed (Roads, parks, open space, schools):			Yes    No
If yes, explain:			

**Density Calculations (Residential & Mixed Use Only)**

Proposed Net Density\*: \_\_\_\_\_ Minimum Lot Frontage: \_\_\_\_\_

\*Net density is units or lots per acre minus the area of public or private right-of-way, parks, common open space, and any other nonresidential use.  
 Net Density = Total Lots / (Gross area of site – right-of-way, parks, common open space, and any other nonresidential use)

\*\*Gross density is units or lots per acre.  
 Gross Density = Total Lots / Gross area of site

Example: 500 lots on 150 acres with 30 acres of right-of-way and parks  
 Net Density = 500 / (150-30) = 4.16 units per acre  
 Gross Density = 500 / 150 = 3.33 units per acre

**Utility Companies / Districts to Provide Service to this Proposal**

Sewer Purveyor:	_____	Water Purveyor:	_____
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Electricity:	_____	Gas:	_____
Phone:	_____	Cable:	_____
Proposed Source of Water & Sewage Disposal?		Public System	Other (describe below):
If other, please describe:			
List Previous Planning Actions Involving Subject Property:			

**Proposed Street Improvements**

Check all that apply:

Private Driveway	Private Road(s)	Public Road(s)
Public ROW w/ Private Access	Arterial Roads	Other (describe below):

If other, please describe:

Name of Public Street(s) Providing Access:

Width of Property Fronting on Public Street:

Auditor Recording No.(s) of Private Street Easement(s) & Maintenance Agreements Providing Access:

Does the proposal have access to an arterial or planned arterial? Yes    No

If yes, name of arterial street(s):

Have you provided access to adjacent property that is "land locked" without access to public streets? Yes    No

If not, explain why:

**Project Information**

If you do not hold title to the Property, what is your interest in it?

Do you, or the owner in the event you do not own this property, have any plans for future additions, expansions, or further activity related to this proposal? Yes    No

If yes, explain:

What factors support the project?

What impacts will the proposed project have on the adjacent properties?

What measures do you propose to mitigate your proposal's impact on surrounding land use?					
Does the proposed site have any wetlands? (Exposed standing water, pond, year-round stream, river, or lake):			Yes	No	
If yes, list:					
Which type of wetlands exist on the site (if applicable)?		Type I	Type II	Type III	Type IV
If wetlands exist, how close to the edge of the wetland do you plan to develop?			_____	Feet	
Explain:					
Does the proposed site currently have any fish or wildlife habitats?			Yes	No	
If yes, list:					
Does the proposed site have other critical areas (Such as slopes over 30%, unstable soil or rocks prone to landslides, severe erosion, flooding, or others)?			Yes	No	
If yes, list & explain:					
Is a Homeowner's Association or Property Owner's Association Proposed?			Yes	No	
Estimated time expected to complete development of this proposal & number of proposed phases:					

Signing this application is acknowledgement of agreement to pay fees based upon the City's latest approved Fee Schedule. Invoices will be sent 30 days, 60 days, and 90 days after the permit is ready for issuance, unless otherwise stated. Any balance on the account of this project that is not paid within 90 days of the invoice date may result in legal action or the initiation of other collection procedures. Land use permits, infrastructure permits, and other Zoning, Land Use & Subdivision applications will require the associated fees to be paid up front.

<b>Required Signatures</b>
By signing below (with either electronic or physical signature), I acknowledge that as the applicant I am the property owner or have full permission and authority to represent the property owner in this project. Additionally, I certify that my signature included on the application, if done electronically, provides the same understanding and authority as if I had signed the application in person or in writing. I acknowledge, understand, and agree to the requirements and terms described in this application.

<b>Applicant's Signature</b>	<b>Printed Name</b>	<b>Date</b>
The below signed property owners certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we are all of the legal owners of the property described above and designate the above listed Applicant to act as our agent with respect to this application.		

<b>Property Owner's Signature</b>	<b>Printed Name</b>	<b>Date</b>
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