



Preliminary Plat Submittal Requirements

Preliminary Plat and PUD Approvals

The division of land into 10 or more lots for the purpose of sale or lease.

You must apply for this permit online and upload PDF documents through [MyBuildingPermit](#). Paper plans are not accepted.

Preliminary Plat (LL)

Required Documents
Bill-To Form
Boundary and Topographic Survey
Environmental Checklist
Exterior Lighting Plan
Geotechnical Report
Hazardous Tree Form - may be required for each significant tree proposed to be saved as required by Land Use Code 20.20.520.
Metes & Bounds Legal Description (property located in the East Bellevue Community Council area)
Plat Certificate or Title Report - submit a Plat Certificate or Title Report issued or updated within 30 days of the application date; this is used to confirm ownership, easements, and encumbrances. Note that an update will be required prior to final approval.
Preliminary Clearing & Grading Plan
Preapplication Conference Letter
Previous Environmental Review
Preliminary Landscape Plan - required for commercial and multifamily-zoned land. May require a Land Use Exemption or a minor clearing & grading permit without a building permit.
Preliminary Plat or Short Plat
Preliminary Storm Drainage Report - the storm drainage report must be stamped and signed by a civil engineer licensed in the State of Washington.
Preliminary Street Lighting Plan
Road Plan
Site Plan B - include proposed location(s), number, sizes and materials for all entry monument signs. All signs must meet Bellevue Sign Code requirements (BCC 22B.10); obtain separate sign permits.
Statistical Information Sheet
Wetland Report
Written Project Description

Required Documents

Noticing Requirements - The City of Bellevue provides mailed noticing (including labels) to all property owners within 500 feet of any boundary of the subject property. In conjunction with publishing the notice of application, the city will install a 2-sided public information sign on the site. The applicant will pay \$230 per sign.

Other Requirements

- The property owner is responsible for the accuracy and completeness of all information provided with or affecting the application submittal.
- If the property contains or is adjacent to critical areas (streams and stream buffers, wetland, floodplains and geologic hazard area), additional information may be required.
- Fees are due at submittal. Additional fees are due at issuance and may be due in monthly billings. Impact fees and utilities charges may also apply.
- The reviewer will notify you prior to final approval to submit a set of original drawings reduced to 8 ½ x 11.