



# Preliminary Short Plat Submittal Requirements

## *Preliminary Plat and PUD Approvals*

The division of land into nine (9) or fewer 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 Short Plat (LN)

Required Documents
Bill-To Form
Boundary and Topographic Survey
Environmental Checklist
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
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 - must be stamped and signed by a civil engineer licensed in the State of Washington.
Preliminary Street Lighting Plan
Road Plan
Wetland Report
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.