



# The City of Othello

500 East Main Street OTHELLO, WASHINGTON 99344 Telephone (509) 488-5686  
Fax (509) 488-0102

## Major Plat Submittal Checklist

- Land Use Application Form, signed by property owner
- Environmental Checklist (SEPA)
- 3 full-size copies of the plat drawing<sup>1</sup>
- 3 full-size copies of the site plan drawing<sup>2</sup>
- PDF of the plat and site plan drawings
- Plat certificate<sup>3</sup>
- Application fee of \$500 + \$50/lot<sup>4</sup>
- Names & addresses of owners of record within 350' (not including ROW) of the exterior of the subdivision/contiguous land owned by the subdivider<sup>5</sup>
- Traffic memo or traffic study (depending on the size of the project)
- Request for deferral of municipal improvements and/or deviation from standards (if applicable)
- Critical area reports (Wetlands, habitat, etc.) (if applicable)
- A pre-application meeting is required

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<sup>1</sup> See OMC 16.17.030, particularly 16.17.030(b)(7) for detailed requirements.

<sup>2</sup> See OMC 16.17.030(b)(7)(P) for detailed requirements.

<sup>3</sup> Plat certificate from a title company licensed to do business in the state of Washington, dated within 30 days of submittal, confirming that the title of the lands in the plat is in the name of the owner(s) signing the plat.

<sup>4</sup> This fee is the initial application fee. Expenses and staff time and for processing, publication, mailing, etc. that exceed this amount will be billed to the applicant. See OMC 16.17.030(a)(10).

<sup>5</sup> If the applicant is unable to create this list, the city can create the list with all costs to do so paid by the developer.

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