



SHORT PLAT APPLICATION CHECKLIST

The following information must be submitted at the time of application in order for it to be accepted at the counter. This includes items identified during the pre-application meeting. While a pre-application meeting is not required it can help identify required studies that if deferred will result in a longer processing time.

Applicant Verified	Required Items	Missing	Counter Complete	Deferred	N/A
	Pre-application meeting date and file no.				
	Completed master application (signed and all parcel #'s included)				
	SEPA checklist (signed)				
	Preliminary short plat drawing – 5 copies (and at least one copy 11" x 17") of one or more maps with a scale of 100 or less feet to the inch to include the following items and required written data outlined in the Wenatchee City Code Section 11.12.030 Application - Contents.				
	Road and Drainage Plans - 2 copies				
	Water, Sewer, and Utility Plans - 2 copies				
	Stormwater report – 2 copies				
	Project narrative including description and code consistency				
	Geotechnical, Flood Hazard, and/or Wildland-Urban Interface Analysis				
	Copy of all application materials in a digital PDF format				
	Application Fees Paid				

Date Accepted:

Accepted By:

File No.