



PLAT, SHORT PLAT, OR BINDING SITE PLAN VACATION 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)				
	Plat, short plat, or binding site plan drawing depicting proposed vacation(s) – 5 18" x 24" 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 WCC Section 11.12.030 (9 or less lots) or WCC Section 11.16.210 (10 or more lots).				
	Road and Drainage Plans - 2 copies				
	Water, Sewer, and Utility Plans - 2 copies				
	Stormwater report – 2 copies				
	Project narrative including description and code consistency				
	Copy of all application materials in a digital PDF format				
	Signatures of all parties with an ownership interest in that portion of the short plat, plat or binding site plan subject to vacation				
	Copy of the plat, short plat, or binding site plan				
	Recent title report of plat certificate				
	Application Fees Paid				

Date Accepted:

Accepted By:

File No.