



Land Division

Application Checklist

Information about land division applications can be found in [PCC Chapter 18F](#).

This is the Submittal Standard Checklist referenced in [PCC 18.40.020 A](#) Form and Content.

Application Checklist	Site Plan Review	Minor Amendment	Major Amendment ¹	Binding Site Plan	Boundary Line Adjustment	Final Plat	Formal Plat Alteration	Preliminary Plat	Short Plat/Large Lot Preliminary	Short Plat /Large Lot Final	Short Plat /Large Lot Alteration
Master Application ²	X	X		X	X	X	X	X	X	X	X
SEPA Checklist				X				X			
Required Findings				X				X	X		
Site Plan/Survey		X		X ³	X	X	X	X	X	X	X
Lot Closure Calculations				X		X				X	
Title Report				X	X	X	X	X	X	X	X
Petition of Alteration							X				
Health Plat Application + Soil Logs & Map required for septic				X	X	X	X	X	X	X	X
Water Availability Letter				X				X	X		
Restrictive Covenants							X				
Landscape Plan ⁴	OK to combine	X						X	X		
Recreation Plan								X			

Items marked with an "X" must be submitted to be considered a complete application.

The following studies are not required for a complete application but may be needed prior to application approval.

- **Geotechnical Assessment or Report:** Required if the parcel is located within a Landslide/Erosion Hazard Area, usually when slopes are in excess of 15%. [PCC Chapter 18E.80](#)
- **Flood Study:** Required whenever development is proposed within flood zones A or B and potholes as identified on the FEMA maps. [PCC Chapter 18E.70](#)
- **Mine Assessment:** Required if the parcel is located within a Mine Hazard Area. [PCC Chapter 18E.100](#)
- **Fish and Wildlife Habitat Review:** Required when the Department's maps, sources, or field investigation indicates that the site for a proposed regulated activity is located within a potential regulated fish or wildlife habitat area. [PCC Chapter 18E.40](#)
- **Wetland Review:** Required if development is proposed within 315' of a mapped wetland or wetland indicator. [PCC Chapter 18E.30](#)

¹ Please contact Planning staff for Major Amendment application requirements

² For projects located within the Gig Harbor Urban Growth Area, submit a letter from the City of Gig Harbor verifying that an application for utility extension has been submitted to the city for review.

³ Specific uses, building footprints, parking, and landscaping must be shown on a Binding Site Plan

⁴ May be required per Countywide Design Standards and Guidelines- [PCC Chapter 18J.15](#).

Instructions for the Land Division Application Checklist

Master Application: The Master Application must be **filled out completely and signed**. In the event the applicant is not the landowner; the landowner must provide authorization with a signature giving the agent/applicant authorization to act on his or her behalf.

SEPA Checklist: State Environmental Policy Act, required if project is not exempt in [WAC 197-11-800](#) and [PCC Title 18D](#). The signed form must be submitted with the application.

Required Findings: Review criteria specific to the application must be addressed by the applicant. A list of the required findings can be found on the PALS website.

Survey: Plans must be completed, stamped and signed by a licensed surveyor.

Lot Closure Calculations: Boundary and lot closure calculations are established by the surveyor.

Title Report: Not be more than 30 days old.

Petition of Alteration: The petition shall contain the signatures of the majority of those persons having an ownership interest of lots, tracts, parcels, sites, or divisions in the subject subdivision or portion to be altered in support of said alteration.

Health Plat Application: [Tacoma Pierce County Health Department - Plat Application](#). Soil logs and map from OSS designer must also be submitted for septic only.

Water Availability Letter: A letter, signed by the water purveyor, stating that water is available to serve the proposed uses. Note: If water source is from wells, well site inspection application is required.

Restrictive Covenants: Private Covenants Codes and Restrictions proposed or established for the plat. If the proposal will change established restrictive covenants, two copies of a letter of agreement are required.

Site Plan: Draw to scale, show all property corners, existing and proposed structures, adjacent roads, open space, trail systems, and utilities. Also include on the site plan:

- **North Arrow**
- **Lot Dimensions** – Identify street names and show location of all driveways.
- **Building Footprint** – Include porches, walks, decks, rooflines, overhangs, projections and floor cantilevers of all proposed and existing structures.
- **Setback Measurement** – Specify the distance between property lines and between buildings.
- **Septic System** – Include tanks, pump, tightline, primary and reserve drainfields.
- **Easements** – Such as, natural buffer areas, open space, green belts, utilities, roads.
- **Infiltration Trenches** – Check your plat for specific drywell requirements.
- **Off Street Parking and Circulation** – Show required distances for emergency vehicle turn around/access and accommodations for bicycle parking.
- **Pedestrian Amenities** – Include all identified pathways and their connections with type of material specified. Show location and size of any required benches.
- **Hard Surfaces** – Identify the location and percentage of all existing and proposed hard surfaces (impervious and pervious).
- **Lighting** - Show all exterior lighting, to include building, parking lot, and pedestrian amenity illumination.

Landscape Plan: See [PCC 18J.10.055](#) A.9. for information on who is qualified to prepare a plan.

Include on this plan:

- **Landscape Buffers** – Include proposed landscape buffering to meet standards of [PCC 18J.15.040](#).
- **Parking Lot Landscaping** – Landscaping must meet the standards of [PCC 18J.15.090](#).
- **Plants** – Plants must meet the requirements of [PCC 18J.15.100](#) and [PCC 18J.15.110](#).
- **Native Vegetation Area** – Include site clearing and vegetation retention areas as required by [PCC 18J.15.020](#).
- **Trees** – Include Tree Inventory and Conservation Plan as required by [PCC 18J.15.030](#) and [18J.15.050](#).

Recreation Plan: For projects that require recreation space, refer to [PCC 18J.10.055.A.8](#) for plan requirements.