

SUBDIVISION MINOR MODIFICATION REVIEW CHECKLIST

Community Development Department ♦ 80 Columbia Avenue ♦ Marysville, WA 98270
(360) 363-8100 ♦ (360) 651-5099 FAX ♦ Office Hours: Monday - Friday 7:30 AM - 4:00 PM

Paper copies of the following application materials will not be accepted. Electronic copies of all application materials are required in order to review and determine if the application is complete. Please email a request to landusesubmittals@marysvillewa.gov and a link will be provided to upload the application materials; a file number will be provided with your upload link. Please email city staff at landusesubmittals@marysvillewa.gov when the upload is complete to ensure timely processing of your submittal (the system does not generate a notice).

- Land Use Application
- Cover letter demonstrating compliance with MMC [22G.010.260](#) and a detailed description of the proposed amendment, phasing, etc.
- Application Fee (\$500.00)
- Legal Description
- Vicinity Map
- Title Report aka “Plat Certificate” (**current within 30-days of submittal**)
- Revised Preliminary Plat Map to include:
 - The name or title of the proposed subdivision;
 - The date, north arrow, and approximate engineering scale as approved by the Planning Department (e.g. 1” = 20’, 1” = 30’, 1” = 40’, 1” = 50’, 1” = 60’);
 - Boundary lines of tracts, lot lines, lot numbers, block numbers;
 - Location and name of existing and proposed streets and right-of-way;
 - Drainage channels, water courses, marshes and ponds;
 - All significant wooded areas as characterized by evergreen trees 8” in diameter or greater and/or deciduous trees 12” in diameter or greater, measured 4 ½’ above grade;
 - Existing structures and setbacks;
 - The location of existing driveways;
 - All easements and uses;
 - Existing and proposed utilities services;
 - Fire hydrant location and distance;
 - Five-foot contour lines; and
 - Any regulated sensitive area such as wetlands, steep slopes or wildlife habitat.