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PRELIMINARY PLAT PERMIT GUIDELINES (For complete details see IMC 15.62 & 15.66)

Background

Requirements for obtaining preliminary plat permit are outlined in Ilwaco Municipal Code Chapters 15.62 and 15.66. A preliminary plat is a conceptual plan for a development. It shows the proposed development and amenities.

Application Process

- Applicant requests a **pre-application conference** (optional) with the city planner to discuss requirements and the review process before submitting a permit application and fees.
- If an applicant requests **consolidated permit processing**, a pre-application conference is required.
- Applicant **submits the application**, all related materials and application fees to the city clerk/treasurer, who forwards packet to **city planner**.
- City planner makes **Determination of Completeness** within 28 days. If the information is not complete, applicant will have 90 days to submit the required information. If it is not submitted within 90 days, the application will lapse. If it is submitted within 90 days, the city planner will issue a letter to applicant within 14 days indicating whether or not the application is complete.
- Within 14 days, City Planner publishes the **Notice of Application** in the *Chinook Observer* and sends out the notice to other known agencies with jurisdiction and the neighboring properties within 300 feet. The public comment period must be not less than 14 days nor more than 30 days following the notice. In addition, if proposed subdivision is next to the municipal boundary, notice will be sent to the Pacific County Department of Community Development. If proposed subdivision is adjacent to the right-of-way of a state highway or within two miles of the boundary of a state or municipal airport, notice will be sent to the State Department of Transportation District Manager.
For details, see IMC 15.66.030.

- City planner **forwards copies of preliminary plat** to the city engineer, fire chief, superintendent of schools and police chief.
- City planner prepares a **report summarizing findings, conclusions and recommendations** and forwards report to the city council.
- City clerk/treasurer publishes a **city council Public Hearing Notice** in the newspaper at least 15 days before the hearing and mails notice to neighbors within 300'.
- City council holds **public hearing** and receives testimony or comments by the public relevant to the matter.
- City council **approves, approves with conditions or denies** the application.
- City council **reports decision** within 120 days. *See 15.08.130 for Report of decision–Timing.* The report will serve as the permit.
- Decisions of the city council may be appealed to the Pacific County Superior Court.

Application Packet

- Master Planning Permit Application Form.
- Ten (10) copies of the plat, with information as specified on the Permit Submittal Checklist (see reverse side of this page).
- A SEPA Environmental Checklist.
- A preliminary erosion control plan (*see IMC 15.78.040*).
- Application Fees (*see Ilwaco Fee Schedule*).

PRELIMINARY PLAT PERMIT SUBMITTAL CHECKLIST

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| <input type="checkbox"/> Master Planning Permit Application Form | <input type="checkbox"/> SEPA Environmental Checklist. |
| <input type="checkbox"/> Vicinity Map <ul style="list-style-type: none">• Owner's name and mailing address.• Contact person's name, mailing address and phone number.• North arrow, scale and date.• Proposed name of project.• Location of any other permanent features in the area that could be affected, such as existing streets, platted but not constructed streets or any waterways, including wetlands and drainage ways. | <input type="checkbox"/> Preliminary erosion control plan in accordance with IMC 15.78.040. |
| <input type="checkbox"/> Plat (10 copies) <ul style="list-style-type: none">• Area and boundary lines with dimensions and bearings of the parent parcel and the area and boundary lines with dimensions and bearings of all proposed lots.• Location, dimensions and use of all easements, streets and utility rights-of-way.• Location of all existing city and other utilities serving the site. If utilities are not on site, the location of such utilities proposed to serve the proposed lots.• Location of fire hydrant nearest the subject property.• All adjoining properties you own.• Topography at two-foot contour intervals, or other intervals if not available from a public source.• Water courses.• FEMA floodplain and floodway.• Designated shorelines.• Wetland boundaries.• Location, dimensions and use of all buildings on site.• Location of existing on-site driveways, those across the street and on adjacent properties.• Location and width of all driveways.• Location and width of all proposed rights-of-way. | <input type="checkbox"/> Application fees (<i>see Ilwaco Fee Schedule</i>) |