



## Planning and Development Services

### Land Use Submittal Checklist: Preliminary Plat

This checklist may be used as a guide for basic requirements to prepare an application. Submittal of additional plans or information may be required to complete a review. All documents must be in PDF format per the [Electronic File Standards Tip Sheet](#) and have document file names as **listed in bold** below.

Provided	Submittal Checklist
<input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><i>PRE Record Number (required for Preliminary Plat Applications) _____</i></p> <p><b>Surveyed Site Plan</b></p> <ul style="list-style-type: none"> <li>- Existing and proposed contours, intervals of five feet or less</li> <li>- Names of all adjacent subdivisions and owners of adjoining parcels</li> <li>- Names of all zoning districts</li> <li>- Location of all existing and platted streets, pedestrian ways, bike routes, easements, rights-of-ways, and section lines within and adjacent to the plat</li> <li>- All public and private open space to be preserved within the plat</li> <li>- A table showing the plat area, number of lots, minimum and average lot size</li> <li>- Locations of existing storm and sanitary sewers, water mains, and electric conduits or overhead power lines to be used to serve the property</li> <li>- All existing buildings and required setbacks</li> </ul> <p><b>Owner's Authorization Form</b> (signed by all property owners)</p> <p><b>Title Report</b> (dated within 90 days of the application submittal or plat certificate)</p> <p><b>Lot Closure Report</b></p> <p><b>SEPA Environmental Checklist</b> (for 20+ lots or as requested by Planner)</p> <p><i>Preliminary Utility Plan</i></p> <p><i>Traffic Engineering</i></p> <p> <input type="checkbox"/> <a href="#">Traffic Generation Worksheet</a> <input type="checkbox"/> <i>Traffic Impact Analysis</i> <input type="checkbox"/> <i>Traffic Memo</i>  <input type="checkbox"/> <i>Prepared by Traffic Engineer</i> <input type="checkbox"/> <i>Prepared by design professional</i> </p> <p><i>Note: Additional information may requested by staff during Pre-Application review.</i></p>
Additional Notes	
<p>The City of Tacoma has multiple tipsheets available to assist with navigating regulations and the permitting process. Applicable tipsheets can be searched by key title words within the <a href="#">Tipsheet Index</a>.</p> <p>Applicants for Preliminary Plats are required to submit a <a href="#">Pre-Application Request</a> prior to formal land use permit submittal.</p> <p>All permit applications must be submitted electronically: <a href="https://aca.accela.com/tacoma/">https://aca.accela.com/tacoma/</a></p> <p>An email will be sent to the applicant of record when the materials submitted have been screened for intake. An invoice will be uploaded to the record for payment after the materials submitted are determined to be sufficient for review. The payment of the permit fee is required prior to application processing. To obtain an estimation of permit fees associated with the permits, the use of our <a href="#">Fee Estimator Tool</a> is encouraged.</p> <p>Information regarding the time it may take for permit issuance is available on the <a href="#">Permit Timeline</a> page.</p>	

**Note: This checklist does not substitute for codes and regulations. The applicant is responsible for compliance with all codes and regulations, whether or not described in this document.**

**More information: City of Tacoma, Planning and Development Services | [www.tacomapermits.org](http://www.tacomapermits.org) (253) 591-5030**  
 To request this information in an alternative format or a reasonable accommodation, please call 253-591-5030 (voice).  
 TTY or STS users please dial 711 to connect to Washington Relay Services.