



Preliminary Land Division Checklist (2 - 4 lots)

SKAGITCOUNTYWA.GOV

A preliminary land division is the initial, three-part approval process required to divide land into new lots, where the departments review the proposal for compliance with zoning, access, public health and environmental regulations. This stage sets conditions for development such as infrastructure improvements—before final plat recording. It involves submitting surveys, site plans, and reports to create, 2 or more lots.

Each project is unique in its overall design, size, and configuration and is also distinctive as to property location, each of these factors may trigger additional requirements. Some properties have specific requirements based on environmental factors which will have an impact on the development proposal.

Required Applications

Applications listed below identified with “Yes” are required to obtain building permit approval. The applications below **must be submitted before or at the same time** as the building permit application for the building permit application to be processed.

Applications not required at time of submittal may be requested during completeness determination or during the review process based on the specific project objectives.

Floodplain and Shoreline will be required if the parcel has known environmental impacts.

Checklists are available for each submittal type below.

Required	Application Type	Submitted/Approval Date
Yes	Lot Certification	
	Pre-development Meeting	
	Floodplain	
	Shoreline	

Preliminary Land Division 2 – 4 lots Submittal Checklist

Please upload the required documents listed below; all documents must be in PDF format. During review project specific documents may be identified and required for resubmittal. The Pre-development Meeting may have outlined additional submittal requirements:

Required Documents		Additional Information
☐	Preliminary Land Division Plan Set	
☐	Preliminary Grading Plan	
☐	Project Narrative	
☐	Title Report/Guarantee	Issued within 90 days of application.
☐	Lot Closures	
☐	Draft C.C. & R's, if applicable	
☐	Landscape Plan	
☐	Critical Area Report	
☐	Public Water System Connection Form	Submit when water is serviced by a public entity.
☐	Proof of Sewage Disposal including Soil Evaluation submittals to Public Health.	
Project Specific Documents		Additional Information
☐	Agent Authorization Form	Owner is designating an agent to sign on their behalf.
☐	Engineered Drainage Report	Required based on the proposed amount of land disturbance and/or a shared stormwater drainage system.
☐	SEPA Checklist	Required based on the proposed amount of land disturbance.
☐	Geotechnical Report	
☐	Traffic Impact Analysis	
☐	Tree Survey	
☐	Critical Area Mitigation Plan	
☐	Unanticipated Discovery Plan	
☐	Archaeology / Cultural Report	
☐	Hydrology Report	
☐	Airport Environs Overlay Zone Title Notice	Title Notice required: contact the Port of Skagit at 360-757-0011 to schedule an appointment; complete and record the Title Notice. Upload the recorded Title Notice as part of the submittal.

Preliminary Land Division Plan Set:

All elements outlined below are required to complete the review. Any missing elements will cause delays.

Drafting Requirements:

☐	Fonts shall remain consistent for all sheets
☐	Fonts must have a clarity equivalent to, or better than, the fonts Arial, Aptos, Gill Sans, or Tahoma. 'Boilerplate' font style may be per applicant's standard, but font size for text must be a minimum of 8 pt. or larger and remain consistent throughout the document.
☐	Font Type should be TrueType (SHX fonts are typically in Raster format and not preferred). Please do not embed fonts.
☐	Standard engineering scale drawn to 1" = 20', 30', 40' scale, etc.
☐	Sheet size shall be 18" x 24"; Sheet size must not reduce the required minimum drawing scale.
☐	As much as practical, each drawing sheet should have one scale. Detail sheets with multiple scales are not preferred.
☐	Drawings must be easy to read and free of extraneous information or markings.
☐	Match lines and separate plan sheets must be used when necessary to provide acceptable drawing quality and clarity in lieu of over-crowded drawings. An overall keyed reference plan for the match lines should be provided on the associated plan sheets.
☐	Maintain output scale; please do not use "Fit to Page."
☐	Line-weight(s) must provide sufficient contrast with the background and other drawing elements.
☐	Do not include layer information from the drafting program.
☐	Viewports used during the drafting process should not be included in the final output for submittal.
☐	Use of Cross-Hatching Fill Patterns should be minimized. Where hatch fill is required, please use efficient parallel line fill patterns as much as practicable. Provide a legend to explain what each fill pattern represents.

Cover Sheet

☐	Information Bar: (center at top of cover sheet) includes the following: ____ Name of Proposed Land Division ____ Place Holder for File Number ____ Quarter Section(s), Township, and Range ____ Skagit County, Washington
☐	Title Block: (right side or bottom right of cover sheet) applies to all sheets and must include the following: ____ Company Name and Contact Information of the person who Prepared the Plans. ____ Date the plan(s) were prepared or revised. ____ Project Name and Location ____ Company Job Number ____ Sheet Number

☐	Vicinity Map: (upper right corner) identify the location of the property, at 1" = 2,000' minimum scale. Must include the following: ____ Township and section lines ____ Major roads, railroad and transmission rights-of-way
☐	Signatory Blocks: ____ Skagit County Planning and Development Director ____ Skagit County Public Works Director ____ Skagit County Public Health Officer ____ Treasurer's Certificate ____ Auditor's Certificate
☐	Site Information: containing the following information: ____ Site Address and/or Parcel Number(s) ____ Legal description of the existing and proposed lots ____ Legal description of any area for dedication or open space
☐	Existing land use designation of the subject property: ____ Utility Provider (Water, Sewer, Power) ____ Special Districts: School, Fire and Airport Subdistrict ____ Shoreline Classification (if applicable) ____ FEMA Flood Zone Designation (if applicable) ____ Mineral Resource Overlay (if applicable) ____ Airport Environs Overlay (if applicable)
☐	Density and Dimensional Calculations: ____ Lot Size (in acreage and square feet) ____ Lot Numbers (labeled consecutively) ____ Proposed residential density (if applicable) ____ Building Setbacks ____ Building Height maximum ____ Total Lot Coverage (impervious surface) ____ Area of Dedication, Recreation and/or Open Space Calculations (if applicable) ____ Parking Space Calculations (if applicable)
☐	____ Endorsements ____ Conditions, Covenants, and Restrictions of the Plat (if applicable) ____ Sheet Index ____ Legend ____ Name, Address, Email of Owner(s), Engineer ____ Name, Address, Phone Number, Seal and Signature of a Licensed Land Surveyor

Site Plan Sheets:

☐	Title Block: (right side or bottom right of cover sheet) applies to all sheets and must include the following: ____ Company Name and Contact Information of the person who Prepared the Plans. ____ Date the plan(s) were prepared or revised. ____ Project Name and Location ____ Company Job Number ____ Sheet Number (label sheets as existing or proposed)
☐	North Arrow
☐	Graphic Scale

☐	Legend
☐	Recorded Matters per the Title Report
☐	Existing Configuration, Location, and Dimensions of each existing: ___ Existing lot lines within or adjacent to the project site ___ Existing project boundaries ___ Existing lots and tracts ___ Existing parks, and open space ___ Existing easements (include location, dimensions and recording numbers)
☐	Proposed Configuration, Location, and Dimensions of each proposed: ___ Proposed lot lines within and adjacent to the project site ___ Proposed project boundaries ___ Proposed lots and tracts ___ Proposed parks, and open space ___ Proposed easements (including location, and dimensions)
☐	Location of Existing and Proposed Utilities: ___ Existing and proposed stormwater drainage tracts ___ Proposed surface stormwater drainage and treatment ___ Water and sewer lines located with the land division ___ Water and sewer lines located adjacent to the land division ___ Any existing well(s) or proposed well(s) within the land division and show the 100 feet well zone protection area ___ Any existing wells located within 100 feet of the proposed land division external boundary ___ Show the location of soil logs and proposed drainfield locations for each proposed lot ___ Show the location of existing septic systems within the land division boundary ___ Show the location of any existing or proposed fire hydrants: within the proposed land division and within 250 feet of the land division boundary
☐	Existing and Proposed Right-of-Way: ___ Frontage improvements with dimensions ___ Existing and proposed Right-of-Way (including dimensions and street name) ___ Dedication of right-of-way with dimensions (labeled as "Future Right of Way Dedication")
☐	Existing and Proposed Environmental Conditions: ___ Existing and proposed critical area boundaries and associated buffers on-site and within 250 feet of the land division boundary ___ Wetlands ___ Streams ___ Planned Enhancement Area ___ Existing or Proposed, Protected Critical Area(s) (PCA) ___ Geological critical areas ___ Contour lines in 5-foot intervals ___ Base Flood Elevation: provide the base flood elevation data, including special flood hazard area boundary, if any portion of the proposed land division is located within a flood hazard area
☐	Existing and Adjacent Parcel Numbers

☐	Numbers or Letters identifying each lot or tract
☐	Parking stall(s), loading stall(s), ADA stall(s) location and dimensions (if applicable)
☐	Refuse Bin Location (if applicable)
☐	Existing and proposed site ingress and egress (including locations and dimensions)
☐	Emergency vehicle design and turnouts
☐	Driveway locations and dimensions
☐	Intersection site triangle dimensions
☐	Existing structures to remain on-site and to be removed within the proposed land division boundary and within 25 feet of the external boundary (including existing and proposed setbacks, fences, utility poles and guy wires)
☐	Show all adjacent properties and their development status, with parcel numbers and names of any adjacent land division.
☐	Documents of historic sites (locations and designations)

Landscape Plan Sheet

☐	Title Block: (right side or bottom right of cover sheet) applies to all sheets and must include the following: ____ Name, Address, Email of Owner(s), Landscape Architect ____ Date the plan(s) were prepared or revised. ____ Project Name and Location
☐	North Arrow
☐	Engineer Scale
☐	Trees, shrubs, and lawn planting details

Who should I contact if I have questions?

You may contact us if you have any questions via:

Online: [Ask a Permit Technician](#)

Remember, asking questions first can save lots of headaches, heartaches, and money!

IMPORTANT NOTICE: Digital and physical documents submitted to Skagit County are public records and may be subject to disclosure pursuant to the Public Records Act (RCW 42.56).