



Washington County Planning and Parks Department

Subdivision Name:

Date:

Objecting Authority Checklist for items necessary to submit Preliminary or Final Plats to the Planning and Parks Department for review and approval at the Public Works Committee meeting.

When preliminary or final plats are submitted to the Planning and Parks Department for scheduling on an upcoming Public Works Committee agenda, there are various items that are mandatory for the review to proceed. When all of the following items are received and in the file, we will schedule the subdivision for review at an upcoming Public Works Committee meeting. **Other submittals may be required based on site specific issues.**

Items Necessary for Preliminary Plat Review

- Approval in writing from the Department of Administration. (Also Department of Natural Resources or Department of Transportation if appropriate).
- Fees in the amount of **\$175.00** for preliminary plat review.
- Three (3) copies of the preliminary plat for the file / Four (4) copies if located by County Highway.
- Comprehensive soil tests review letter for each lot prior to the County approval of the preliminary plat.
- Approval Letter from Washington County Public Works Dept. if subdivision is adjacent to a County highway.
- If appropriate and necessary, copies of any floodplain analysis or wetland assessment related to the proposal.
- Shoreland/Wetland/Floodplain Boundaries should be shown on the plat.
- If a comprehensive plan amendment is required, submit approval of the amendment.
- Copy of approval from the Town for the preliminary plat.

Items Necessary for Final Plat Review

- Approval in writing from the Department of Administration (Also Department of Natural Resources or Department of Transportation if appropriate).
- Fees in the amount of **\$60.00** for final plat review.
- Three (3) copies of the final plat for the file / Four (4) copies if located by County Highway.
- Copy of approval from the Town for the final plat.
- Comprehensive soil tests final approval letter for each lot prior to the County approval of the final plat.
- Approval Letter from Washington County Public Works Dept. if subdivision is adjacent to a County highway.
- If appropriate and necessary, copies of any floodplain analysis or wetland assessment related to the proposal.
- Shoreland/Wetland/Floodplain Boundaries should be shown on the plat.

Revised 01/01/17