



**Planning Department**  
Sedro-Woolley Municipal Building  
325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-0771  
Fax (360) 855-0733

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## REMOTE SUBMITTAL INSTRUCTIONS - SHORT PLAT

Short plat applications may be submitted while City Hall is closed to the public per the following instructions:

### **Prior to Submittal:**

Contact the Planning Department to discuss your intent to submit and receive any guidance that may be specific to your proposal. Do not submit an application without consulting the Planning Department first.

### **Submittal:**

Please complete the short plat application and compile all of the application materials in the short plat application checklist. Email PDF versions of the completed and signed application, application checklist and the required application materials to Michelle Grace, [mgrace@ci.sedro-woolley.wa.us](mailto:mgrace@ci.sedro-woolley.wa.us).

Once the Planning Department has received a digital copy of the materials, you will be emailed an invoice and instructed to drop the required paper format materials into a drop box located outside of city hall. **Do not put money, checks or anything that is not listed below in the drop box.**

Materials that must be submitted via the drop box include:

- A completed and signed short plat application form.
- SEPA Checklists, for projects that trigger SEPA. 10 copies, printed double sided, including a site exhibit showing the basic proposed site improvements, adjacent street(s) and a vicinity map.
- Two 18" by 24" paper copies of the plat map.
- Pre-paid, addressed envelopes. One (1) complete set for standard short plat applications, two (2) sets of envelopes if SEPA process is required. If a variance or conditional use permit is also being applied for at the same time as the short plat, then submit three (3) sets of pre-paid, addressed envelopes. Please leave the return address portion of the pre-paid envelopes blank, we will fill out that area. Also, the envelopes must not be the type with a peel-away adhesive strip.
- A signed critical areas checklist if SEPA is **not** required.
- One copy of a critical areas reconnaissance. If wetlands or other critical areas are located on site, then a full critical areas report, prepared by a qualified professional, is required.

You will then receive an invoice via email. If the amount due is less than \$1,500, payment can be made by phone. If the amount due is over \$1,500, payment must be made by mail

## **Payment of Invoice:**

### **Payment by Phone:**

Please call the Finance Department at (360)855-1661. You may need to leave a voicemail. Please reference the permit number on the invoice. Someone will call you back to accept your payment.

### **Payment by Mail:**

Please mail a copy of the invoice and a check payable to the City of Sedro-Woolley to:

City of Sedro-Woolley ATTN: Finance Department  
325 Metcalf Street  
Sedro-Woolley, WA 98284

### **Payment in the Finance Department secure dropbox:**

You may submit a copy of the invoice and a check payable to the City of Sedro-Woolley into the metal payment box at City Hall by the Metcalf Street entrance.

Include a copy of the invoice with the payment. **Do not put money or checks in the Planning Department drop box.**

If you have any questions about the new procedure, do not hesitate to ask.