



City of Lake Forest Park  
17425 Ballinger Way NE  
Lake Forest Park, WA 98155  
206-368-5440

FOR STAFF USE ONLY	
Application Number:	_____
Amount Received:	_____
Receipt Number:	_____

## SHORT SUBDIVISION APPLICATION

Owner of Record: \_\_\_\_\_

Site Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Representative's Name: \_\_\_\_\_

Representative's Phone Number: \_\_\_\_\_ Alternate: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

### FEES MUST BE PAID AT TIME OF APPLICATION

<input type="checkbox"/> Short Subdivision request ( <i>Short Plat</i> )	\$ 1000.00 + \$200.00 per lot
<input type="checkbox"/> Drainage review fee (as needed)	\$ 500.00 per lot
<input type="checkbox"/> Land Use Public Notice	\$ 200.00 + \$25 <i>if add'l posting is required</i>
<b>Total Fees</b>	<b>\$ _____</b>

*The applicant may be responsible for additional fees related to engineering and legal expenses*

Zoning classification: \_\_\_\_\_

Is the site near the shoreline (within 200 feet): \_\_\_\_\_

Comprehensive Plan designation: \_\_\_\_\_

Circle known utilities / services to the site: gas, electric, water, sewer, cable, garbage, phone, other

**Please provide the requested information:**

1. What is the current use of the property (ies)? (Single family residential, vacant, etc.) Describe the surrounding areas (undeveloped, residential, commercial).

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2. What is the size of the property (ies)? \_\_\_\_\_

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3. If applying for a short subdivision, how many lots are proposed? \_\_\_\_\_

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4. Has the property been subdivided before or had any other changes to the legal boundaries? If so, what is the file number and recording number?

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**5. The applicant must provide the following submittal requirements.**

***A. A survey, prepared by a registered land surveyor licensed in the State of Washington that provides the following:***

1. The existing dimensions and lot size, proposed dimensions and lot size.
2. The legal description for all existing and proposed parcels, including location by section, township and range.
3. Notations that show the required setbacks from all existing or proposed lot lines.
4. Location of adjacent streets, existing and proposed access.
5. Location of existing and proposed structures and distances to property lines.
6. Location of proposed alterations or improvements.
7. All trees greater than 6" in diameter, including those proposed for removal.
8. Location of any sensitive areas on or near the site and associated buffers.
9. All existing and proposed sensitive area preservation tracts.
10. If possible, locate drainage channels, sewer and water lines.
11. Identify existing and proposed easements.
12. Name, address, phone number and seal of registered land surveyor preparing the short/preliminary plat or lot line adjustment.
13. Scale of the short/preliminary plat or lot line adjustment, date prepared and north arrow.
14. Existing topography of the land indicated by contours at five-foot intervals.
15. One copy of all plans reduced onto 8.5" X 11" sheets.

***Other required information includes (short subdivisions only):***

- Proof of water and sewer availability.
- A fire district receipt.
- One copy of mathematical computations for lot closure and lot area

**B. Preliminary Drainage Plan.** Professional engineer licensed in the State of Washington should prepare this. Drainage requirements, systems and techniques must comply with the King County Surface Water Design Manual, as adopted by the City of Lake Forest Park

**6. Release / Hold Harmless Agreement**

*I, the undersigned, his/her heirs and assigns, in consideration for City processing the application agrees to release, indemnify, defend and hold the City of Lake Forest Park harmless from any and all damages and/or claims for damages, including reasonable attorneys fees, arising from any action or inaction as based in whole or in part upon false, misleading or incomplete information furnished by the applicant, his agents or employees.*

*The undersigned acknowledges that this application is for a permit from the City of Lake Forest Park; that any permit issued by the City as a result of this application establishes only that the applicant's project complies with City ordinances and regulations; and that other State and Federal laws and regulations, particularly the Endangered Species Act, U.S.C. 16.31, et. seq., may apply to this project. The undersigned further acknowledges and accepts responsibility for complying with such other laws and regulations and agrees to release the City of Lake Forest Park, indemnify and defend it from any claim, damages, injuries, or judgments, including reasonable attorney's fees, arising from or related to violations of such other laws or regulations.*

**7. Permission to enter subject property**

*I, the undersigned, grant his/her or its permission for public officials and staff of the City of Lake Forest Park to enter the subject property for the purpose of inspection and posting attendant to this application.*

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of applicant, owner or representative #1

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of applicant, owner or representative #2

**Complete applications must be submitted to the City of Lake Forest Park Planning and Building Department 17425 Ballinger Way NE, Lake Forest Park, WA 98155.**

*Official review of a proposal will not commence until the responsible official has determined that all materials necessary for a complete application have been received.*