

# Short Plat Checklist

## LAND DIVISION

If you are submitting a land division proposal, please use this checklist to help ensure that your submittal is complete.

The following must be submitted for an application for proposed division of land to be deemed complete by the City, unless the Planning Director determines that a particular item is not applicable to the application being submitted.

**Three (3) paper copies and one electronic version of the following are required for all land use division proposals:**

- Application contents for all land division proposals:**
  - Vicinity sketch.** A key plan showing the location of the subject property at a scale of not more than four hundred feet to the inch or smaller
  - Lot closure statement.** Legal descriptions according to official records in the office of the county auditor; pertinent survey data compiled as a result of a survey made by or under the supervision of a land surveyor registered in the state and engaged in land surveying which contains notation stating acreage, scale, north arrow, datum, bench marks, certification of registered civil engineer or licensed land surveyor, date of survey
  - Title report.** The report must be dated by the title company within 30 days of the date the application was submitted to the City, confirming that the title of the lands as described and shown in the plat is in the name of the applicant or proof of authorization by owner
  - A surveyed plat document (see WAC 332-130-050)** using a scale of 40 feet to one inch or larger, showing:
    - Face of the Plat:
      - Short Plat Title Block including plat name and City file number.
      - Easement language including purpose, responsible parties, designated maintenance responsibilities, and legal descriptions.
    - Dedication Certificate. Roads dedicated to the public must be clearly marked on the face of the plat. Any dedication, donation or grant as shown on the face of the plat shall be considered, to all intents and purposes, as a quitclaim deed to the said donee, grantee or grantees, for his, her or their use for the purpose intended by the grantors or donors.
    - Legal Descriptions of existing and proposed lots, tracts, and common areas.
    - Acknowledgments and Notary Certificate. The forms for notary certificates are set forth in RCW [42.45.130](#)
    - Land Surveyor’s Certificate per WAC 58.09.080
    - Planning Director approval and signature block
    - King County Department of Assessments Approval and Signature Block
    - A note stating the minimum tree canopy that must be achieved and maintained on each lot per LFPMP 16.14.070 (A).
    - Vicinity Map
- Plat map:
  - North Arrow, and quarter section, section, township and range
  - Reference to original plat by name, recording date, volume and page number
  - Legend
  - Boundary lines including bearing and distance
  - Proposed lot dimensions, lot area (in square feet), and proposed lots identified by letters (ie. A, B, C). Location of monuments or evidence used as ties to establish the boundaries shall be shown
  - Location, type, and square footage of critical areas, buffers, and building setbacks. Critical areas/buffers shall be placed in the appropriate tract or easement
  - Location and dimensions of all easements and/or streets (public and private) and identifying names of such, both within or adjoining the short plat, and applicable City or County file numbers

## Short Plat Checklist

### LAND DIVISION

- The boundaries of all lands reserved in the deed for common use of the property owners of the short subdivision or dedicated to the public
- Existing zoning classification on and adjacent to the subject property
- Location and dimensions of all tree conservation easements per LFPMC 16.14.090 (D) (4).
- Existing structures to remain (if applicable)
- Site Plan/Civil Plans.**
  - All existing structures on the short plat site, and an indication of whether they will be removed or retained
  - Existing and proposed property lines of the site
  - Proposed access to each proposed lot on the site, including vehicular, emergency and utility access
  - Existing and proposed easements and rights-of-way across the site
  - The location of all property lines abutting or connecting to the site, and the owners of adjacent land and the names of any adjacent subdivisions
  - Location of all public and/or private utility service lines, including water, sewer, storm, and underground telephone or cable service lines
  - Identification of the source of water supply for each lot, including water line and fire hydrant locations
  - Identification of the method of sanitary sewage disposal, including sewer lines
  - Location of existing and proposed stormwater control/conveyance on or across the site
- All environmentally critical areas and their buffers, and /or building setbacks
- The location, ownership, width and name, where applicable, of all existing and proposed access drives, streets, public ways, easements, or other rights-of-way and watercourses within the plat and within two hundred feet of the plat
- Name, address, telephone number and official seal of the licensed professional engineer
- Contour lines in areas to be developed shall be at two-foot intervals, or as specified by the city engineer. Five-foot intervals may be used in areas not to be developed. (see WAC 332-130-145)
- All contour lines shall be extended into adjacent property at least 100 feet to show the topographical relationship of adjacent property to the proposed development
- Location and dimensions of all tree conservation easements per LFPMC 16.14.090 (D) (4).
- Typical cross-sections of the proposed grading
- A legend identifying all existing and proposed boundary lines, drainage facilities, utilities, roadway sections, erosion control facilities, grading, critical areas, buffers, and other required items specified above
- Topographical information must be created within one year of submittal date
- Critical Areas (LFPMC 16.16).** If the project site contains critical areas, a critical area report is required (LFPMC 16.16.110), as well as an analysis of the subdivision standards in LFPMC 16.16.200. See below for specific information:
  - Wetlands.** A wetlands delineation and categorization report from a qualified professional that classifies the wetland area, and depicts its location and buffer graphically. The report shall contain information on proposed project impacts, performance standards, and mitigation and monitoring (if required). See LFPMC 16.16.110)

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## Short Plat Checklist

### LAND DIVISION

- Streams.** A stream delineation and categorization report from a qualified professional that classifies the stream area, and depicts its location and buffer graphically. The report shall contain information on proposed project impacts, performance standards, and mitigation and monitoring (if required). See LFPMC 16.16.110)
- Geotechnical.** A geotechnical report from a Washington State licensed geotechnical engineer that classifies the critical area pursuant to LFPMC 16.16.040 (G), (J), (W), and/or LFPMC 16.16.300. The report shall also discuss and analyze the proposed project impacts, analyze each specific alteration criteria, and discuss mitigation and monitoring provisions.
- Aquifer Recharge Areas.** A critical area report that designates and provides development standards for all aquifer recharge areas per LFPMC 16.16.410-420.
- Fish and Wildlife Habitat Conservation Areas.** A critical area report that identifies, and discusses the development standards, and requirements for fish and wildlife habitat conservation areas per LFPMC 16.16.380.
- Trees and On-site Vegetation (LFPMC 16.14).** Information on trees and onsite vegetation shall be included:
  - Tree Inventory.** Sizes (measured diameter at breast height- dbh), species, and general condition of all on-site significant trees. Include each tree's critical root zone measurement, and interior critical root zone measurement. (see LFPMC 16.14.030)
  - A site plan including surveyed locations of all on-site significant trees (relative to all existing and proposed improvements), with graphic depiction of their critical root zones and interior critical root zones.
- Arborist Report.** Provide an arborist report that discusses how each lot will achieve its canopy coverage goal, as well as how the subdivision achieves compliance with the Tree Conservation Easement requirement in LFPMC 16.14.090 (D) (4).
- Identify all trees proposed for removal (if applicable)
- Trees proposed for removal shall provide a report from a certified Arborist consistent with applicable portions of LFPMC 16.14
- Geotechnical Engineering report.** (See the Geotechnical Engineering Checklist Help Topic). The report must be signed and stamped by a qualified professional as defined in [LFPMC 16.16](#), and include:
  - Information on soil types and their feasibility, as determined by [LFPMC 16.24](#), for LID storm water purposes
  - Recognition whether geological hazards exist on subject property or neighboring property
  - When applicable, recommendations regarding the proximity of proposed improvements to any existing geologically hazardous areas
- Preliminary Technical Information Report (TIR).** A report which describes the proposed stormwater management plan including runoff calculations, documentation that the minimum technical requirements of the [King County Surface Water Design Manual](#) as adopted by the city have been met, upstream and downstream analysis, a maintenance plan for any new stormwater facilities and existing and proposed drainage facilities for the site and adjacent areas as specified by the requirements of [LFPMC 16.24](#)
- SEPA compliance.** Either a completed SEPA checklist or demonstration that the land division

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proposal meets categorical SEPA Exemptions listed in [WAC 197-11-800](#)

- Certificates of water and sewer availability** from the purveyors
- Neighborhood Meeting Materials:** The applicant for a short subdivision creating two or more lots, shall conduct a neighborhood meeting to discuss the proposed development prior to submission of the development proposal to the city. A pre-application meeting is required prior to the neighborhood meeting. See LFPMC 16.26.050 for further details.
  - A copy of the mailed notice of the neighborhood meeting with a mailing list of homeowners who were notified
  - A list of persons and their addresses who attended the meeting
  - A summary of concerns, issues, and problems expressed during the meeting
  - A summary of concerns, issues, and problems the applicant is unwilling or unable to address and why
  - A summary of proposed modifications, or site plan revisions, addressing concerns expressed at the meeting
- (2) sets of the names and mailing addresses** in written and electronic format of the owners and residents of adjacent property within 300 feet along with pre-stamped, addressed envelopes
- The name, address and telephone number** of the developer and all owners of the property and a current certificate of ownership (i.e., dated within 30 days of submittal) from a title company authorized to do business in this state confirming ownership
- Other information that may be required by the Planning Director or City Engineer in order to properly review and evaluate the proposed subdivision

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