



King County

Department of Local Services  
Permitting Division  
206-296-6600  
www.kingcounty.gov

P05 Web date: 11/15/2012

## Plat Alteration Submittal Instructions

For alternate formats, call 206-296-6600.

**Submit the information requested below to:**

Department of Local Services, Permitting Division  
<https://kingcounty.gov/permits>  
Telephone: 206-296-6600

1. **Provide four (4) copies of an application letter requesting the alteration.** The letter should outline and describe all proposed alterations to the recorded plat, providing sufficient information for evaluation of the proposal. The letter must contain "signatures of a majority of the persons having an ownership interest of lots, tracts, parcels, sites, or divisions in the subject subdivision or portion to be altered." (RCW 58.17.215, see also King County Code 19.39.010-070; King County Ordinance No. 9544, Section 6, Subsection 1.)
2. **Provide four (4) copies of the conditions, covenants, and restrictions (CCRs) for the plat.** If the proposed alteration violates any of the existing CCRs for the plat, then the submittal "shall contain an agreement signed by all parties subject to the covenants providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the alteration of the subdivision or portion thereof." (RCW 58.17.215, see also King County Code 19.39.010-070; King County Ordinance No. 9544, Section 6, Subsection 2.)
3. **Include ten (10) copies of the recorded plat.** Prints of recorded plats may be obtained from the King County Recorder's Office, King County Administration Building, Room 311, 500 – 4<sup>th</sup> Avenue, Seattle, WA. More information is online at [www.metrokc.gov/recelec/records](http://www.metrokc.gov/recelec/records) or call the Recorder's Office at 206-296-1570.
4. **Provide ten (10) copies of the proposed plat alteration.** Additional copies may be requested if a hearing is required. Proposed alterations should be clearly indicated on each page. The drawings must show both the plat as recorded and the plat as proposed in the alteration.
5. **Submit twenty-two (22) copies of a completed SEPA environmental checklist.** All items should be answered as concisely and candidly as possible. If information requested does not apply to the proposed project, enter "n/a" (not applicable). Additional sheets may be used if desired. The SEPA environmental checklist must be signed and dated.
6. **Submit one (1) set of current Assessor's maps of the plat subject to the proposed alteration.** Include adjoining properties under the same ownership as the subject property. The map(s) must cover all properties within 300 feet of the subject property and within 300 feet of parcels with adjoining ownership. Outline the boundaries of the proposed subdivision in red. Outline parcels with adjoining ownership in yellow. If Assessor's maps are stamped "see enlargement," include the enlargement copy with your application. Obtain Assessor's maps by calling the Assessor's Office at 206-296-7300 or online via eMap, [www.metrokc.gov/assessor/emap/eMap.aspx](http://www.metrokc.gov/assessor/emap/eMap.aspx); at the King County Assessor's Office, King County Administration Building, Room 700A, 500 – 4<sup>th</sup> Avenue, Seattle, WA; or
7. **Submit three (3) copies of a vicinity map of the proposal.** The location of the proposal must be indicated on the vicinity map. The vicinity map must fit on an 8-1/2" x 14" sheet.
8. **Applicant Status Form – one (1) copy.** Submit a Certification of Applicant Status or Certification & Transfer of Applicant Status form, online via the Permitting Web site at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits) or call 206-296-6600.
9. **You may submit any additional information** (e.g., sketches, engineering reports, petitions, photographs, etc.) which you believe will justify, clarify, or explain your request or will assist in assessing the potential environmental impact of granting your request. The Department of Permitting staff may at any time request additional information or studies for these purposes. Provide eight (8) copies of any additional information.

**PLAT ALTERATION INTAKE CHECKLIST**

Date \_\_\_\_\_ Technician \_\_\_\_\_

Plat Name \_\_\_\_\_

Project Number \_\_\_\_\_

Activity Number \_\_\_\_\_

- Fee
- 4 copies of an application letter requesting alteration.
- Letter outlines and describes the proposed alteration, providing sufficient information to evaluate the proposal.
  - Letter contains "signatures of a majority of the persons having an ownership interest of lots, tracts, parcels, sites, or divisions in the subject subdivision or portion to be altered." (RCW 58.17.215, see also KCC 19.38.010-070.)
- 4 copies of the conditions, covenants, and restrictions (CCRs) for the plat.
- Does the proposed amendment violate any of the CCRs?
    - Yes     No     Needs further review
  - If yes, then the submittal "shall contain an agreement signed by all parties subject to the covenants providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the alteration." (RCW 58.17.215, see also KCC 19.38.010-070).
- 10 copies of the recorded plat.
- 10 copies of the proposed alteration (more copies may be required if a hearing is necessary). Proposed alterations should be clearly indicated on each page. The drawings must show both the plat as recorded and the plat as proposed in the alteration.
- 22 copies of a signed and dated SEPA environmental checklist.
- A copy of the assessor's map which includes the subject property outlined in red, any adjacent parcels having the same ownership as the subject parcel outlined in yellow, and maps covering parcels within 300 feet of the subject property and adjoining ownership parcels.
- 3 copies of the vicinity map with the site location indicated.
- Field check required?     Yes     No
- 300-foot radius prepared.

**Check out the Permitting Web site at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits)**