



King County

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

Preliminary Short Subdivision Applications: Instructions

For alternate formats, call 206-296-6600.

General Information

The following is a summary of the preliminary short subdivision application process and a description of the application submittal requirements. The information required for a preliminary short subdivision application is necessary in order to evaluate the merits of a proposal with applicable County and State regulations and to assess the potential environmental impacts.

An application will be evaluated on the basis of the information provided by the applicant, the King County Comprehensive Plan, pertinent provisions of the King County Code (KCC), site inspection, and comments submitted by interested public agencies.

Copies of the KCC and Comprehensive Plan are available for inspection at the Department of Permitting and Environmental Review (Permitting) Customer Service Center and at the Main Branch of the Seattle Public Library. King County Codes and other development regulations also are available via the King County Web site at www.kingcounty.gov and application forms are online via the Permitting Web site at www.kingcounty.gov/permits.

Questions related to preliminary short subdivisions may be answered by calling or contacting:

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

Pre-Application Conference

A pre-application conference with permitting staff is required prior to filing a short subdivision application. Pre-application request forms and instructions for filing a pre-application conference are available at the Permitting Services Center. A filing fee is required at the time a request is made. The amount will be determined at the time of filing and based on the latest adopted fee ordinance. Permitting staff will schedule the pre-application conference approximately thirty (30) days from the date of the request.

Filing an Application

A short subdivision application must be filed in person at the Permitting Customer Service Center. An appointment with Permitting staff is required to file the application. Please call 206-296-6797 to schedule an appointment.

The minimum submittal requirements for filing a short subdivision application are described below, under **Application Documents**. Permitting staff has twenty-eight (28) days following the filing of a short subdivision application to determine if the application is complete, as required by the King County Code. An application which fails to meet the submittal requirements will be deemed incomplete.

Notice of Application

Fourteen (14) days after Permitting staff determines a short plat application is complete, a public notice is issued as follows:

- A. Permitting sends out a Notice of Application to property owners within a 500-foot radius of the subject property.

If the area is rural or lightly populated, the notice must be mailed to at least 20 different property owners; or, in other appropriate cases, Permitting may determine it is necessary to notify additional property owners.
- B. A notice of the application will be published by the Department of Permitting in the official county newspaper and another newspaper of general circulation.
- C. The applicant is required to install a notice board, which must be placed in a conspicuous place on the property. The notice board must remain in place throughout the permit process so that it is visible to people passing by the property. Additional notice boards may be required as determined by the department of Permitting.

The cost of the board is the applicant's responsibility. Permitting will send the applicant written instructions regarding the specific requirements for the notice board.
- D. Notice of the application is also provided to anyone who writes to Permitting requesting information regarding the proposal.

Compliance with the State Environmental Policy Act (SEPA)

Proposed short subdivisions may be subject to the procedural and substantive requirements of SEPA (WAC 197-11 and KCC 20.44), depending on whether certain exemptions apply to a particular application. If SEPA is required as part of the application review, Permitting will issue its SEPA threshold determination, which can be appealed by affected parties. If an appeal is filed, the appeal will be considered at a public hearing before the King County Hearing Examiner.

Appeal

In addition to the appeal of a SEPA determination mentioned above, affected parties may also appeal the Department of Permitting decision to approve or deny a short subdivision application. This appeal is also heard by the King County Hearing Examiner at a public hearing. The written report and decision issued by Permitting on a short subdivision application includes information on the method for filing an appeal, and the time limit within which an appeal can be filed.

Preliminary Approval/Disapproval

The Department of Permitting's decision to grant preliminary approval or denial to a short plat application is final, unless the decision is appealed to the King County Hearing Examiner. If appealed, the Hearing Examiner will render a final decision. An appeal of the Examiner's decision may be filed with King County Superior Court.

Final Approval

Preliminary short plat approval includes a list of conditions that must be met to complete the short subdivision. These conditions must be satisfied and the final short plat recorded within sixty (60) months from the effective date of the preliminary short plat approval.

Application Documents Required for Submittal

The following documents are required to be submitted at the time an application is filed in order to be considered complete.

STEPS NEEDED TO COMPLETE APPLICATION PACKAGE

- Land Use Application** – five (5) copies

Complete form as required. Please provide signed original plus five (5) copies.

- Date of Segregation** – three (3) copies

The date of segregation is the date that the total parcel was created. If created by a recorded short plat, a minimum of five years must elapse from the date of recording before a new short plat application can be submitted. A lot is considered by the Department of Permitting to be a legal lot if it was created in compliance with applicable state and local land segregation codes in effect at the time the lot was created, including demonstrating that the lot was created:

1. Prior to June 9, 1937, and the lot has been:
 - A. Provided with approved sewage disposal or water systems or roads; and
 - B. Conveyed as an individually described parcel to separate, noncontiguous ownerships through a simple fee transfer or purchase prior to October 1, 1972; or
 - C. Recognized prior to October 1, 1972, as a separate tax lot by the county assessor.
2. Through a review and approval process recognized by the county for the creation of four lots or less from June 9, 1937, to October 1, 1972, or the subdivision process on or after June 9, 1937;
3. Through the short subdivision process on or after October 1, 1972; or
4. Through the following alternative means allowed by the state statute or King County Code:
 - A. For the raising of agricultural crops or livestock, in parcels greater than 10 acres, between September 3, 1948, and August 11, 1969;
 - B. For cemeteries or other burial plots, while used for that purpose, on or after August 11, 1969;

- C. At a size 5 acres or greater, recorded between August 11, 1969, and October 1, 1972, and did not contain a dedication;
- D. At a size 20 acres or greater, recognized prior to January 1, 2000, provided, however, for remnant lots not less than 17 acres and no more than one per quarter section;
- E. Upon a court order entered between August 11, 1969, to July 1, 1974;
- F. Through testamentary provisions or the laws of descent after August 10, 1969;
- G. Through an assessor's plat made in accordance with RCW 58.18.010 after August 10, 1969;
- H. As a result of deeding land to a public body after April 3, 1997, and that is consistent with King County zoning code, access and board of health requirements so as to qualify as a building site pursuant to KCC 19A.04.050; or
- I. By a partial fulfillment deed pursuant to a real estate contract recorded prior to October 1, 1972, and no more than four lots were created per the deed.

Plat Density and Dimension Worksheet - three (3) copies

Complete applicable sections of this worksheet and turn in the completed form and two copies.

Short Plat Alterations

Only the owner of the original short plat may submit a short plat alteration for the creation of additional lots. Property owners or their designated agents may submit all other short plat alteration requests.

Title Report – three (3) copies

Submit a title report issued within 30 days of application, showing all persons having an ownership interest, a legal description describing the exterior boundary of the application site, and a listing all encumbrances affecting the site.

Map Page – Minimum page size of 8½-by-14 inches – 15 copies and 1 copy reduced (legal size)

Provide a map prepared by a licensed land surveyor showing the following:

1. Location of all physical and legal description encroachments affecting the boundary between the application site and the adjoining parcels. Encroachments may be from the application site onto the adjoining parcels or from the adjoining parcels onto the application site;
2. Contours based upon a topographic field survey. For land inside the urban growth boundary, contour intervals shall be at 2-foot intervals when slopes are 15 percent or less and 5-foot intervals for slopes exceeding 15 percent. The preliminary map shall contain notes indicating that contours are based upon a field survey. A field topographic base map shall accompany the application. If approved by the department, a field survey may be waived for large areas of open space or extensive critical area tracts. Two temporary benchmarks must be shown within the application site along with the appropriate elevation and datum;
3. A legal description of the application site as shown in the title report, and the King County Assessor's parcel number(s)
4. The proposed layout of lots, tracts, right-of-way and easements, along with existing utilities and areas of proposed dedications;
5. The purpose of any tracts and dedications proposed within the application site;
6. All easements, listed in the title report, capable of being plotted on the map;

7. Field-verified survey of the location of all known critical areas, including the required buffers, and building setback lines per KCC 21A.24. Critical areas include, but are not limited to, erosion hazards, landslide hazards, avalanche, flood plain, aquatic area, critical aquifer recharge area, wildlife habitat conservation area, wildlife habitat network, wetland, and steep slope that may affect the proposal. Show the approximate 100-year floodplain of critical areas, where applicable;
8. Name and address of the proposal;
9. North arrow, scale, and date of map and revisions when applicable;
10. Location of adjoining parcels and buildings within 100 feet of the site shall be shown and delineated by dashed lines. The zoning of the subject parcel and adjoining property shall also be identified;
11. Name and location of all existing adjoining right-of-way along with the name and location of any adjoining or internal right-of-way proposed to be vacated with the proposal;
12. A vicinity map;
13. The name, address and phone number of the applicant and the owner(s);
14. An engineered preliminary drainage plan.

Water Availability Certificate – four (4) copies and original

If water service from a Group A water purveyor (i.e., water district, water association, city public works department) is proposed, the attached form concerning water availability to the site must be given to the purveyor to complete and then returned with this application. At the top of the form, a space is provided for a description of the site. In this space, the legal description of the site should be inserted or attached on a separate sheet if it is too lengthy.

Sites located in the Urban Growth Area that are not proposing to be served by an existing Group A water system must provide a completed Certificate of Future Connection from the appropriate Group A water purveyor, and must meet all the relevant requirements of KCC 13.24.140.

Sewer Availability Certificate – three (3) copies and original

If public sewer service is proposed, the attached form concerning sewer availability to the site must be given to the appropriate agency (i.e., sewer district or city public works department) to complete and then returned with this application. At the top of the form, a space is provided for a description of the site. In this space, the legal description of the site should be inserted or attached on a separate sheet if it is too lengthy.

Note: **If a site is located within the Urban Growth Area, on-site sewage septic systems are not permitted except on an interim basis, and only when sewers are not available in a timely and reasonable manner, as determined by King County**

Preliminary Health Department Approval if on-site sewage septic systems, Group B water systems, or on-site wells are proposed – three (3) copies

Preliminary Health Department Approval is valid for one year from the date of signature.

Submit the Health Department approval map, which includes the location of test holes.

Critical Areas Designation – five (5) copies

A Critical Areas Designation (CAD) is required if a short plat will be served by on-site septic systems or wells. The purpose of a CAD is to identify the location of Critical Areas on the site (e.g., steep slopes, streams, wetlands, floodplains, etc.). The CAD is issued by Permitting and must be submitted to the Health Department with an application for Preliminary Health Department Approval. Call 206-296-6600 for more information.

Level 1 Drainage Analysis – five (5) copies

The analysis must be prepared by a professional engineer, licensed in the state of Washington.

SEPA Environmental Checklist – twenty (20) copies

A short plat is subject to review under the State Environmental Policy Act (SEPA) when the site is disturbing land areas below the ordinary high water mark (OHWM) (WAC 197-11-756); the proposed short plat is part of a previous short subdivision or subdivision (WAC 197-800(6)(a)); or the proposed short plat, including the future development of buildings, will disturb five acres or more.

Fire District Receipt – three (3) copies

Applicant must apply for a short plat within 30 days of the fire district's signature.

Preliminary Application Fees

Return complete application materials to the Permitting Customer Services Center to apply for your short subdivision. Consult the current fee schedule for the appropriate fees to be paid at the time of application.

Current Assessor's Maps – one set of current assessor's maps

1. Property to be subdivided outlined in red.
2. Adjoining properties under the same ownership outlined in yellow.
3. All properties within 500 feet of the sub divider's ownership.
4. If the assessor maps are stamped "See enlargement," the enlargement must be submitted. Prints of the Assessor's maps may be ordered from the Department of Assessments King County Administration Building, 500 - 4th Avenue, Seattle, WA 98104, 206-296-7300.

Affidavit/Certificate Concerning Critical Areas Compliance – three (3) copies

This must be signed by the owner while at the Department of Permitting Snoqualmie location or notarized.

Special Studies (Optional) – seven (7) copies

This category includes, but is not limited to, wetland report, geotechnical analysis and traffic study.

Completed Applicant Status Form – three (3) copies

Copies of Variance Decisions Required per KCC Title 21A – three (3) copies

A List of Other Issued or Pending Permits or Decisions Relevant to the Short Plat – three (3) copies

This category includes, but is not limited to, Road Standards Variances and Surface Water Design Manual Adjustments (variances). Please note that a decision on the Short Subdivision application cannot be issued until all pending permits or decisions have been issued.

Check out the Permitting Web site at www.kingcounty.gov/permits