



**King County**

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

## Preliminary Subdivision Applications: Instructions

For alternate formats, call 206-296-6600.

### **General Information**

The following is a summary of the preliminary subdivision application process and a description of the application submittal requirements. The information required for a preliminary 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. The environmental checklist will be the basis for determining if an environmental impact statement will be required prior to any approval of a proposed subdivision.

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, testimony and evidence presented at the public hearing, and comments submitted by interested public agencies.

Copies of the KCC and Comprehensive Plan are available for inspection at the Permitting Services 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](http://www.kingcounty.gov) and Department of Permitting and Environmental Review (Permitting) application forms are online via the Permitting Web site at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits).

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

Department of Local Services, Permitting Division  
<https://kingcounty.gov/permits>  
Also see our Customer Service Portal  
Telephone: 206-296-6600

### **Pre-Application Conference**

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

### **Filing an Application**

A subdivision application must be filed in person at the Permitting Services Center. An appointment with Permitting staff is required to file the application. Please call 206-296-6797 to schedule the appointment. The minimum submittal requirements necessary to file the application are described below, under **Application Documents**. Permitting staff has twenty-eight (28) days from the date of

filing to determine whether or not the application is complete. An application that fails to meet the submittal requirements described herein will be deemed incomplete.

### **Notice of Application**

Fourteen (14) days after the Permitting staff determines that the application is complete; a public notice is issued as follows:

The department of 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, the department may determine it is necessary to notify additional property owners.

A notice of the application will be published by Permitting in the official county newspaper and another newspaper of general circulation.

The applicant is required to install a notice board, which must be placed in a conspicuous place on the property throughout the permit process so that it is visible to people passing by the property. Additional notice boards may be required as determined by Permitting.

The cost of the board is the applicant's responsibility. The Department of Permitting will send the applicant written instructions regarding the specific requirements for the notice board.

Notice of the application is also provided to anyone who writes to the department requesting information regarding the proposal.

### **Compliance with the State Environmental Policy Act (SEPA)**

Proposed subdivisions are subject to the procedural and substantive requirements of SEPA (see WAC 197-11 and KCC 20.44). Prior to the public hearing on the subdivision, Permitting will issue its SEPA threshold determination, which is appealable to the Hearing Examiner. If the Permitting determination of non-significance (DNS) or mitigated determination of non-significance (MDNS) is appealed, the SEPA appeal hearing may be combined (i.e., heard at the same time) with the subdivision hearing.

### **Public Hearing**

A public hearing will be held by the King County Hearing Examiner at which time all evidence supporting or opposing the proposal will be heard. The Department of Permitting will issue a written report and recommendation 14 days prior to the scheduled hearing date. As mentioned above, if a SEPA appeal is filed, the SEPA appeal hearing may be heard by the Hearing Examiner at the same time as the subdivision hearing. If other applications, such as a rezone, shoreline substantial development permit, and/or street vacation are proposed or required in conjunction with the subdivision, they may be scheduled for the same hearing. The Hearing Examiner will render a written decision, which is appealable to the King County Council.

### **Appeal**

Affected parties may appeal the Hearing Examiner decision on a preliminary subdivision to the King County Council. The Examiner's report includes information on the method of appeal available and the time limit within which an appeal must be filed.

## **Preliminary Approval/Disapproval**

Preliminary approval or denial by the Hearing Examiner is final unless appealed to the King County Council. If appealed, the King County Council will render a final decision. An appeal of the Council's decision may be filed with the King County Superior Court.

## **Final Approval**

The final plat must be recorded within sixty (60) months of the effective date of the preliminary 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 determined complete.

Permit application form: Complete and submit one original plus two (2) copies.

Assessor's Map(s): Submit one set of current Assessor's maps of the property to be subdivided, including adjoining properties under the same ownership as the property being subdivided. The map(s) must cover all properties within 500 feet of the subdivider's ownership. Outline the boundaries of the proposed subdivision in red. Outline adjoining ownership in yellow. If Assessor's maps are stamped "**see enlargement**," include the enlargement copy with your application. Prints of the Assessor's maps must be ordered from the Department of Assessments, King County Administration Building, 500 – 4th Avenue, Seattle, WA, 98104, phone 206-296-7300.

Legal Description: Submit three (3) copies, typewritten on sheet size 8½" x 11", white bond paper.

The legal description of the subject property may be obtained from the office of the King County Assessor. The legal description must correspond precisely with property outlined in red on the Assessor's map.

Proof of "Legal" Lot Status: Submit documentation of the date and method of segregation of the subject property.

SEPA Environmental Checklist: Submit twenty (20) copies and greenhouse gas emissions worksheet.

Please refer to instructions on the SEPA checklist form. The applicant will be contacted by the Permitting Department if additional information is required. Failure to respond may cause postponement of consideration of your request. If an EIS has been prepared for this proposal, please submit three (3) copies of the EIS with your application.

Certificate of Water Availability: Submit three (3) copies.

Preliminary approval for the creation of a new water system in accordance with the provisions of the applicable Coordinated Water System Plan or for the connection with a private well from the Seattle-King County Department of Public Health; or

The Certificate of Water Availability form concerning water availability to the site must be given to the appropriate existing water purveyor (water district; city; water association) 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.

For sites located in the Urban Growth Area, if the development is not proposing to be served by an existing or new Group A water system at the time of construction, a Certificate of Future Connection must be given to the appropriate Group A water purveyor to complete and then returned with this application.

Certificate of Sewer Availability/Septic Availability: Submit three (3) copies.

For sites located within the Urban Growth Area:

The Certificate of Sewer Availability form concerning sewer availability to the site must be given to the appropriate agency (sewer district, city) 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.

For sites located outside the Urban Growth Area:

Preliminary approval for individual or community on-site sewage disposal systems from the Seattle-King County Department of Public Health must be submitted with this application.

Preliminary Plat: Submit thirty-five (35) prints of the proposed plat prepared by a licensed land surveyor (RCW 18.43). In addition, submit one plat map reduced to fit on an 8½" x 14" sheet.

**All prints shall be folded** so they will fit into a legal file folder with the name of the subdivision visible. The information on the plat checklist must be shown on the face of the preliminary plat.

Fire District Receipt: Obtain from the fire district. Submit three (3) copies.

Level-One Drainage Analysis: Submit eight (8) copies.

Transportation Certificate of Concurrency: Submit three (3) copies.

Subdivision Density and Dimensions Worksheet: Submit three (3) copies.

Certificate/Affidavit of Critical Areas Compliance: Submit three (3) copies.

Applicant Status Form: Submit three (3) copies.

Variance decisions required per KCC 21A, if applicable: Submit three (3) copies.

A list of other issued or pending permits or decisions related to the proposal: Submit three (3) copies.

Preliminary Application Fees: Consult the current fee schedule or discuss with Permitting staff for the appropriate fees to be paid at the time of application.

Title Report: Submit three (3) copies of a Title Report issued within 30 days of application, showing all persons having an ownership interest, a legal description describing exterior boundary of application site and listing all encumbrances affecting the site.

Field Topographic Base Map: Submit eight (8) copies of field topographic base map.

Conceptual Drainage Plan: Submit eight (8) copies of a conceptual drainage plan prepared by a professional engineer licensed in the State of Washington. This plan must show the location and type of the existing and proposed flow control facilities existing and proposed water quality facilities and existing and proposed conveyance systems (2.2.1 1998 SWDM).

Additional Information: Any additional information, such as sketches, engineering reports, petitions, photographs, etc., that may clarify or explain the proposal or will assist in assessing the potential impact may be submitted with the application. The Permitting Department or the Hearing Examiner may at any time request additional information or studies for these purposes. Provide eight (8) copies of any additional information.

**The following must be shown on the plat:**

Name of proposed subdivision with a limit of 32 letters and spaces.

Name, address, phone number, signature, and seal of registered land surveyor and registered engineer.

Name, address, and phone number of developer.

Name, address, and phone number of owner.

Section, Township, Range of subdivision.

Acreage of subdivision.

Number of lots, units, and proposed density.

Existing zone classification.

Proposed use (i.e., townhouse, single-family detached).

Means of sewage disposal; if sewer district, include name.

Source of water, if water district, include name.

School district.

Fire district.

Telephone service.

Power source.

Legal description – type or print.

Field topography and verification.

Vicinity map showing sufficient area and detail to clearly locate the subdivision in relation to surrounding roads, parks, rivers, and municipal boundaries with its scale.

**Graphic representation shall show the following:**

North arrow and scale. Recommended scale – 1" to 100' or 1" to 50'.

Indicate by a heavy line the boundaries of the subdivision.

Use heavier line weight for streets so they will stand out from the lots and contour lines.

Dimension all lots and streets to the nearest foot.

Label all streets, existing and proposed. Identify areas of proposed dedication and purpose.

Verified field survey, with contour intervals of either 2 feet or 5 feet (see Surface Water Design Manual for specifics) within the boundaries of the proposal. 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.

Show all existing structures and parcels in their appropriate locations both within the proposed subdivision and within 100 feet of the boundaries of the proposed subdivision. Indicate whether or not the on-site structures will be removed or relocated.

Number lots consecutively from 1 to the total number of lots.

Locate and show all critical areas and hydrologic features within 500 feet of the boundaries. Indicate if streams are intermittent and the limits of any wetlands. Estimate the limits of the 25-year floodplain for streams and 100-year floodplain for rivers. Provide names of all water features and all drainage basins served by or containing these features. A critical area includes erosion hazards, landslide hazards, steep-slope hazards, avalanche, flood plain, wetland, aquatic area, wildlife habitat conservation area, wildlife habitat network, and/or critical aquifer recharge areas.

Designate any qualifying critical area per KCC 21A.24 as a tract and include appropriate buffers and BSBLs.

If tracts are to be set aside for nonresidential uses or reserved for future development, label such tracts and indicate their proposed use.

If electrical transmission lines cross the subject property, show locations of poles and towers. Place all regional utility lines crossing the site in tract(s).

Provide adjacent existing zoning.

Identify substantial grading required outside of proposed or existing right-of-way.

Show site distance for entry to all county roads.

Show existing and proposed sewers, water mains, culverts, or other underground facilities within tract.

Show location, widths and names of all existing, adjoining, or prior platted streets or other public ways, railroad and utility rights-of-way, parks, and other public open spaces.

Show any existing easements on the subject property. Provide title documents for existing easements along with descriptive recording instruments.

Show 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.

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