


King County
**Department of Development
and Environmental Services**

 900 Oakesdale Avenue Southwest
Renton, WA 98057-5212

206-296-6600 TTY 206-296-7217

SHORT SUBDIVISION SUBMITTAL REQUIREMENTS CHECKLIST

For alternate formats, call 206-296-6600.

Please provide all information requested and return the original forms to the Land Use Services Division, DDES, 900 Oakesdale Avenue SW, Renton, WA. Incomplete applications cannot be processed. All information other than signatures should be typewritten or neatly printed.

Forms referenced below are available online via the DDES Web site at www.kingcounty.gov/permits or call DDES Customer Service at 206-296-6600 for forms or for more information.

STEPS NEEDED TO COMPLETE APPLICATION PACKAGE

 Land Use Application – five copies

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

 Date of Segregation – three 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 Development and Environmental Services 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 Section 8 of this ordinance; 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 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 copies

Submit 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 map 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 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 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 field survey. A field topographic base map shall accompany the application. If approved by the department, 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 application site as shown in the title report, and the 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 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 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 – three copies and original

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

The attached form concerning water availability to the site must be given to the appropriate existing water purveyor to complete (water district, city, water association) 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 Service Planning Area of the Urban Growth Area, that are not proposing to be served by an existing or new Group A water system at the time of construction must provide a completed Certificate of Future Connection from the appropriate Group A water purveyor.

Sewer Availability Certificate – three copies and original

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

The attached form concerning sewer availability to the site must be given to the appropriate agency to complete (sewer district) 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, interim onsite sewage disposal is not permitted.

Preliminary Health Department Approval if on Septic – three copies

This is valid for one year from the date of signature.

Submit health department approval map, which includes test holes and identification of drainfield areas.

- Level 1 Drainage Analysis** – five copies

The analysis must be prepared by a professional engineer.

- SEPA Environmental Checklist** – 20 copies

A short plat is subject to review under the State Environmental Policy Act (SEPA) when the lot includes "lands covered by water" (WAC 197-11-756), or the lot was short subdivided within a subdivision previously exempted under SEPA (WAC 197-800(6)(a)).

- Fire District Receipt** – three copies

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

- Preliminary Application Fees**

Return complete application materials to this office to apply for your subdivision. Consult the current fee schedule for the appropriate fees to be paid at the time of application.

- Current Assessor's Maps** – two sets

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 subdivider's ownership.
4. If the assessor maps are stamped "See enlargement," the enlargement must be submitted.

- Affidavit/Certificate Concerning Critical Areas Compliance** – three copies

This must be signed by the owner at the Department of Development and Environmental Services or notarized.

- Special Studies (Optional)** – seven copies

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

- Certificate of Transportation Concurrency** – three copies

Note: For short subdivisions in the Urban Growth Area, the certificate is produced at DDES.

- Completed Applicant Status Form** – three copies

- Copies of Variance Decisions Required per KCC Title 21A** – three copies

- A List of Other Issued or Pending Permits or Decisions** – three copies

This category includes, but is not limited to, Road Standards Variances and Surface Water Design Manual 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 DDES Web site at www.kingcounty.gov/permits