CITY OF TUKWILA

Department of Community Development

6300 Southcenter Boulevard, Tukwila, WA 98188

Telephone: (206) 431-3670

SHORT PLAT

INFORMATION

A short plat (or short subdivision) is the division of property into nine (9) or fewer lots. City review is required to ensure that development and infrastructure requirements are satisified, the action is consistent with the Tukwila Comprehensive Plan, and the plat is properly recorded.

REQUIREMENTS: Short plats are administratively approved and do not require a public hearing. **However, short plats of 5-9 lots are required to provide public notice, environmental review and to meet the development standards specified for subdivisions (creating over nine lots).**

PROCEDURE: At the time you submit your application you must have all of the items listed on the attached "Complete Application Checklist." You may request a waiver from items on the checklist that are not applicable to your project. Please discuss this waiver request with City staff either at a pre-application meeting or at the time of application submittal. Within 28 days of receiving your application, City staff will determine if it is complete based on the attached checklist. If not complete City staff will mail you a letter outlining what additional information is needed. If you do not submit requested materials within 90 days from the City's request for additional information the City may cancel your application.

The short plat process consists of four steps:

1. Preliminary approval: Approval of lot patterns, access and infrastructure schematic design.
2. Infrastructure permit approvals: Approval of detailed construction drawings (when applicable).
3. Construction of required infrastructure such as access roads and utilities.
4. Final approval and recording: Final City approval of all construction, City Council acceptance of any infrastructure or property to be turned over to the City and recording with King County. Final documents must meet the King County Recorder's Format requirements.

PRELIMINARY APPROVAL: Once the application is complete it will be reviewed by the Short Subdivision Committee, made up of representatives of the Fire, Public Works and Community Development Departments. The Committee will issue a decision to approve, modify or deny the application based on the review criteria.

CRITERIA FOR PRELIMINARY APPROVAL OF SHORT PLATS (TMC 17.12.020(c))

The Short Subdivision Committee shall base its decision on an application on the following criteria:

1. The proposed Short plat is in conformance with the Tukwila Comprehensive Plan and any other such adopted plans.
2. Appropriate provisions have been made for water, storm drainage, erosion control and sanitary sewage disposal for the short plat, which are consistent with current standards and plans.
3. Appropriate provisions have been made for road, utilities and other improvements, which are consistent with current standards and plans.
4. Appropriate provisions have been made for dedications, easements and reservations.
5. The design, shape and orientation of the proposed lots are appropriate to the proposed use for which the lots are intended and are compatible with the area in which they are located.
6. Appropriate provisions for the maintenance of commonly owned private facilities have been made.
7. The short plat complies with the relevant requirements of the Tukwila Subdivision Ordinance.
8. The short plat complies with the relevant requirements of the Tukwila Zoning Ordinance and other relevant local regulations.

CONSTRUCTION PERMIT APPROVAL: If installation of infrastructure or other site work is required as a condition of preliminary approval you must apply for and receive any required construction permits from the City of Tukwila or other agencies. Information about Tukwila utility, grading, paving, trenching and hauling permits may be found at PERMIT CENTER.

Due to project phasing or engineering considerations applicants may apply to the Public Works Director to defer portions of the on-site improvements until after recording the final short plat. The applicant shall include a list of specific deferred improvements, a cost estimate from the contractor who will do the work and a financial warranty equal to 150% of the cost. The warranty may be cash, an assigned savings account or an irrevocable letter of credit.

FINAL APPROVAL: After the preliminary approval conditions have been met, an application for final approval shall be submitted to DCD for final review. A complete final application shall consist of the documents required for recording including:

1. Final recording documents in record of survey format, including:
   a. Before and after legal descriptions of the affected lots,
   b. Affidavit of Ownership signed and notarized by all owners
   c. Original stamp and signature of the surveyor
2. All easements and maintenance agreements ready for recording as separate documents,
3. Any required bonds or other financial guarantees,
4. Other documentation necessary to demonstrate the conditions of the approval have been met.

CRITERIA FOR FINAL APPROVAL OF SHORT PLATS (TMC 17.12.030(c)):

1. All requirements for short plats as set forth in the Subdivision Code are met.
2. All terms of the preliminary short plat approval have been met.
3. The requirements of Chapter 58.17 RCW, other applicable state laws, and any other applicable City Ordinances have been met.
4. All required improvements have been installed in accordance with City standards or an improvement agreement with financial guarantee pursuant to TMC 17.24.030 has been entered into by the applicant and accepted by the City.
5. That the plat is technically correct and accurate as certified by the land surveyor responsible for the plat.

Preliminary approval is valid for one year from the date of the Notice of Decision. The short plat documents must be recorded within that year period or the application will expire. A single one year extension may be granted by the City if signficant progress has occurred and the extension is requested prior to the expiration of the approval.

Upon receiving approval from the City, the applicant will be responsible for picking up the documents from DCD and recording them with King County Recorders Office. A copy of the recorded documents must be returned to DCD to finalize the approval process. The short plat shall not be deemed complete until the City receives these documents.

COMPLETE APPLICATION CHECKLIST

The materials listed below must be submitted with your application unless specifically waived in writing by the Public Works Department and the Department of Community Development. Please contact each Department if you feel that certain items are not applicable to your project and should be waived. Application review will not begin until it is determined to be complete. **ADDITIONAL MATERIALS MAY BE REQUIRED.**

The initial application materials allow project review to begin and vest the applicant's rights. However, the City may require additional information as needed to establish consistency with development standards.

City staff are available to answer questions about application materials at 206-431-3670 (Department of Community Development) and 206-433-0179 (Department of Public Works).

Check items submitted with application	**Information Required**. *May be waived in unusual cases, upon approval of Public Works and/or Planning*
APPLICATION MATERIALS:	
	1. Application Checklist (1 copy) indicating items submitted with application.
	2. Completed Application Form and drawings (4 copies).
	3. Completed and notarized Affidavit of Ownership and Hold Harmless Permission to Enter Property (1 copy attached).
	4. One set of all plans reduced to either 8 1/2" x 11" or 11" x 17".
	5. Application Fee**:** See Land Use Fee Schedule.
	6. SEPA Environmental Checklist (for projects with 5-9 lots or cut/fill over 500 cubic yards see SEPA Application Packet)
PUBLIC NOTICE MATERIALS: short plats of 5-9 lots are required to provide public notice	
	7. **If the project requires SEPA review or involves a short plat of 5 – 9 lots:** Payment of notice board fee (see Land Use Fee schedule) to FastSigns Tukwila **OR** provide a 4' x 4' public notice board on site within 14 days of the Department determining that a complete application has been received (see Public Notice Sign Specifications Handout).
	8. **If the project involves a short plat of 5 –9 lots:** Pay the fee as established by the Land Use Fee Schedule for generating mailing labels; **OR** provide an excel spreadsheet of mailing labels for all *property owners* and *tenants* (residents and businesses) within 500 feet of the subject property. Each unit in multiple family buildings e.g. apartments, condos, trailer parks must be included. Once your project is assigned to a planner, you will be required to provide an electronic copy of the mailing label spreadsheet in the following format: Name, Street Address, City St Zip, with each of these fields as an individual column: Name | Street Address | City, St, Zip Mr. Smith | 1234 Park Ave S | Tukwila WA 98188 **PLEASE NOTE**: Regardless of whether you pay the City to generate the mailing labels or you provide them, there is an additional fee for postage and material as listed under **Public Notice Mailing Fee** on the Land Use Fee Schedule. Payment of this fee is due prior to issuance of the decision and you will receive a separate bill for this fee.
	9. If providing own labels, include King County Assessor's map(s) which shows the location of each property within 500 ft. of the subject lot.

Check items submitted with application	**Information Required**. *May be waived in unusual cases, upon approval of Public Works and/or Planning*
PROJECT DESCRIPTION AND ANALYSIS:	
	10. Title Report: must clearly establish status as legal lot(s) of record, ownership, all known easements and encumbrances, must be dated within 45 days of application filing (two copies).
	11. Sewer and water availability letters are required from the provider district if the area is not serviced by the City of Tukwila. Forms are available at the DCD office.
	12. Provide two copies of sensitive area studies such as wetland or geotechnical reports if needed per Tukwila's Sensitive Areas Ordinance (TMC 18.45). See the Geotechnical Report Guidelines and Sensitive Area Special Study Guidelines for additional information.
	13. Printed computer plat closure or demonstrated mathematical plat closure on all lots, streets, alleys and boundaries. Allowable error of closure shall not exceed one foot in 5,000 feet.
PLAT SURVEY: a template is available from the City in AutoCAD format	
	14. (a) The plat survey must include the name of the plat, graphic scale, space for the City of Tukwila file number and north arrow. It shall be drawn with black ink in record of survey format and include the elements listed at TMC 17.04.060(A). **This shall be stamped by the surveyor.**
	(b) Legal descriptions of the existing and proposed lots.
	(c) All applicable certificates and approvals (listed on the template, see TMC 17.04.060).
	(d) Existing and proposed lot lines shown solid with new lines called out and lot lines to be removed shown dashed.
	(e) Lot and block numbers beginning with the number one (1) and numbered consecutively without omission or duplication.
	(f) Total lot or parcel sizes and average width of each proposed lot (min 50 ft. for residential).
	(g) Dash in required setback distances from all parcel lot lines.
	(h) Fire access lanes and turn-arounds per Fire Department standards.
	(i) Location of all tracts to be dedicated to any public or private purpose shall be distinguished from lots intended for general development with notes stating their purpose and limitations.
	(j) Locations of existing and proposed public street rights-of-way and private access easements.
	(k) Location, dimension and purpose of existing and proposed easements. Provide recorded documents which identify the nature and extent of existing easements.
	(l) Vicinity Map with site location, does not have to be to scale.
LANDSCAPE PLAN: for 5-9 lot short plats or Planned Residential Developments only	
	15. (a) Landscape planting plan stamped and signed by a Washington State licensed landscape architect. Plan must include at least one tree in the front yard of each lot and meet Public Works standards (TMC 17.20.030(G)). Plans must include the type, quantity, spacing and location of all plantings. Maximum sheet size 24" x 36".
	(b) Show all existing trees to be retained and any tree protection measures required (for example fencing at drip line).

Check items submitted with application	**Information Required**. *May be waived in unusual cases, upon approval of Public Works and/or Planning*
SENSITIVE AREAS PLAN:	
	16. (a) Plan showing the location of all sensitive areas (e.g. streams, wetlands, slopes over 15%, coal mine areas and important geological and archaeological sites). For stream frontage provide existing and proposed top of stream bank, stream bank toe, stream mean high water mark, and base flood elevation (i.e., 100 yr. flood). Maximum sheet size 24" x 36".
	(b) Location of all required sensitive area buffers, setbacks, tracts and protection measures.
	(c) Show all significant trees (4" or more in diameter measured 4.5 feet above grade), indicating those to be retained and those to be removed. A tree permit will be required for removal of any significant trees within a sensitive area or its buffer.
	(d) Show proposed lot and tract lines.
CIVIL PLANS:	
	17. (a) One set of all civil plans and analyses shall be stamped, signed and dated by a licensed professional engineer. Include a graphic scale and north arrow. Maximum sheet size 24" x 36".
	(b) Vertical datum NAVD 1988 and horizontal datum NAD 83/91. Conversion calculations to NGVD 1929, if in a flood zone or flood-prone area. See Public Works for further information
	(c) Existing (dashed) and proposed (solid) topography at 2' intervals (minimum 20 ft. beyond the property line).
	(d) Total expected cut and fill for plat buildout.
	(e) Existing and proposed utility improvements, on site and in street (water, sewer, power, natural gas, telephone, cable). Schematic designs to be provided regardless of purveyor (e.g. site line size, location, and size of public main). No capacity calcs, invert depth, valve locations or the like are needed.
	(f) Storm drainage design at least 90% complete, which meets the King County Surface Water Design Manual (KCSWDM). Include a Technical Information Report (TIR) including feasibility analysis if required by the Manual. Call out total existing and proposed impervious surface in square feet. Include all storm drainage conveyance systems, water quality features, detention structures, maintenance access and safety features. For additional guidance contact Public Works or go to PERMIT CENTER.
	(g) Locate the nearest existing hydrant and all proposed hydrants.
	(h) Show the 100 yr. flood plain boundary and elevation as shown on FEMA maps.
	(i) Plan, profile and cross-section for any right-of-way improvements.
	(j) Show access to lots, driveways, parking areas, fire access lanes and turn-arounds.
	(k) Show the location and distance to proposed property lines of all existing structures, indicating those to be removed. Show the expected location of all new buildings.
	(l) Show proposed lot, tract and easement lines.

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SHORT PLAT

APPLICATION

FOR STAFF USE ONLY	
Planner:	**File Number:**
Application Complete Date:	**Project File Number:**
Application Incomplete Date:	**Other File Numbers:**

NAME OF PROJECT/DEVELOPMENT:_____

BRIEF DESCRIPTION OF PROJECT:_____

ORIGINAL # OF LOTS:_____ **PROPOSED # OF LOTS** _____

5 – 9 LOTS REQUIRES PUBLIC NOTICE. PLEASE REFER TO SECTION 8 OF APPLICATION CHECKLIST

LOCATION OF PROJECT/DEVELOPMENT: *Give street address or, if vacant, indicate lot(s), block and subdivision, access street, and nearest intersection.*

_____

_____

LIST ALL TAX LOT NUMBERS (this information may be found on your tax statement).

_____

DEVELOPMENT COORDINATOR :

The individual who:

- has decision making authority on behalf of the owner/applicant in meetings with City staff,
- has full responsibility for identifying and satisfying all relevant and sometimes overlapping development standards, and
- is the primary contact with the City to whom all notices and reports will be sent.

Name: _____

Address: _____

Phone: _____ FAX: _____

E-mail: _____

Signature:_____ Date: _____

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AFFIDAVIT OF OWNERSHIP AND HOLD HARMLESS
PERMISSION TO ENTER PROPERTY

STATE OF WASHINGTON
ss
COUNTY OF KING

The undersigned being duly sworn and upon oath states as follows:

1. I am the current owner of the property which is the subject of this application.
2. All statements contained in the applications have been prepared by me or my agents and are true and correct to the best of my knowledge.
3. The application is being submitted with my knowledge and consent.
4. Owner grants the City, its employees, agents, engineers, contractors or other representatives the right to enter upon Owner's real property, located at _____ for the purpose of application review, for the limited time necessary to complete that purpose.
5. Owner agrees to hold the City harmless for any loss or damage to persons or property occurring on the private property during the City's entry upon the property, unless the loss or damage is the result of the sole negligence of the City.
6. Non-responsiveness to a City information request for ninety (90) or more days, shall be cause to cancel the application(s) without refund of fees.

EXECUTED at _____ (city), _____(state), on_____ 20_____

_____
(Print Name)

_____
(Address)

_____
(Phone Number)

_____
(Signature)

On this day personally appeared before me _____to me known to be the individual who executed the foregoing instrument and acknowledged that he/she signed the same as his/her voluntary act and deed for the uses and purposes mentioned therein.

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS _____ DAY OF _____, 20_____

_____
NOTARY PUBLIC in and for the State of Washington
residing at _____

My Commission expires on_____

RECORDING DOCUMENTS

The recording documents submitted for final approval must be in record of survey format, meet all of the King County recording requirements and have original signatures in the applicable signature and notary blanks. The standard signature blanks are included in the AutoCAD template available from the City.

KING COUNTY RECORDER'S FORMAT REQUIREMENTS

Document Standardization

1. The first page of all documents must have the following key information:
   a. Return address
   b. Document title and titles
   c. Reference numbers of documents assigned or released (if applicable)
   d. Names of the grantors and grantees with reference to pages where additional names can be found
   e. Abbreviated legal description
   f. Assessor's property tax parcel number or account number
2. No attachments are allowed on the pages.
3. Do not fold the original document.
4. The font size must be at least 8 point.
5. The paper must be of a weight and color capable of producing legible images.
6. The ink must be a color that is capable of being imaged.
7. All seals must be legible and capable of being imaged (pressure seals must be smudged).
8. For additional information go to: King County Recorder's Office