

Preliminary & Major Subdivision

L

Major subdivision means the division or redivision of land into five or more lots, plots, tracts, parcels, sites, or other division for the purpose of sale, lease, or transfer of ownership; and under this title, includes any new division of land that was previously divided within five years from the date of application.

Dedication means the deliberate appropriation of land by an owner for any general and public uses, reserving no other rights than such as are compatible with the full exercise and enjoyment of the public uses to which the property has been devoted. The intention to dedicate shall be evidenced by the owner by the presentment for filing of a plat showing the dedication thereon; and the acceptance by the public shall be evidenced by the approval of the final or short plat for filing by the appropriate governmental unit.

Plat means a map or representation of a subdivision, showing thereon the division of a tract or parcel of land into lots, blocks, streets and alleys or other divisions and dedications.

Preliminary plat means a neat and approximate drawing of a proposed major subdivision, showing the general layout of streets and alleys, lots, blocks, and other elements of a subdivision consistent with the requirements set forth in this title. The preliminary plat is the basis for approval or disapproval of the general layout of a subdivision.

Initial Consultation

Before preparation of the preliminary plat, the subdivider or the subdivider's engineer or land surveyor shall schedule a pre-application meeting for the purpose of ascertaining the requirements for the proposed subdivision or dedication.

Application – Preparation and Fee

The preliminary plat and application for a preliminary approval shall be prepared by a registered professional engineer or land surveyor in accordance with the requirements set forth in this title. The application and plat shall be accompanied by the fee as set forth in HPMC 3.05.110.

Application - Submittal

The preliminary plat and five blueprints thereof, shall be prepared by a registered professional engineer or land surveyor, to which shall be attached a written application requesting approval of the subdivision or dedication.

Vicinity Sketch Map

A vicinity sketch at the scale of at least 200 feet, and not more than 400 feet, to the inch, shall accompany the preliminary plat. The vicinity sketch map shall show all adjacent subdivisions, streets, tract lines of acreage parcels, and the names of owners of record of such parcels. It shall show how the streets in the proposed subdivision may connect with existing and proposed streets in neighboring subdivisions or unplatted property to produce the most advantageous development of the entire neighborhood.

Scale

- (1) The horizontal scale of the preliminary plat shall be 30 feet or less to the inch and the vertical scale of the streets and sewer profiles shall be 10 feet or less to the inch.
- (2) All maps shall indicate the proposed name of the subdivision, the numbered designation of each lot, and the names of the subdivider and surveyor or engineer, and shall show the date, scale, and north point.

Contents

The preliminary plat application shall contain the proposed name of the subdivision, the names and addresses of all owners or parties in interest in the subdivision, together with the following information, which may be combined where practical.

- (1) A map showing the boundary lines, accurate and to scale, of the tract to be subdivided as shown in the files and records of the county director of records and elections, or such other appropriate county official.
- (2) Existing monuments of record.
- (3) A map showing the names and addresses of the owners of record of property contiguous to the proposed subdivision and within 300 feet of the property lines of the land covered by the proposed subdivision.
- (4) A map showing the location, width, and names of all existing or platted streets or other public ways within or adjacent to the proposed development and other important features, such as permanent buildings, watercourses, municipal boundaries, township lines, and section lines.
- (5) A map showing contours with intervals of two feet or less referenced to either the United States Coast and Geodetic Survey datum, the plane coordinate system of the state of Washington, or such datum acceptable to the town engineer.
- (6) A map showing the proposed layout of street rights-of-way, lots, alleys and easements, proposed canals or waterways, retaining walls and bulkheads, all referenced to the United States Coast and Geodetic Survey datum or the plane coordinate system for the state of Washington. The dimensions and areas of each lot, identified by number, shall be shown.
- (7) A layout showing the profile and tentative grades of streets.
- (8) A map showing the zoning boundary lines, if any, indicating proposed uses of property, and including front yard, rear yard, and side yard requirements of the current zoning ordinance.
- (9) A map showing all parcels of land intended to be dedicated or temporarily reserved for public use or to be reserved in the deeds for the common use of property owners of the subdivision with the purpose, condition, or limitations of such reservations clearly indicated.
- (10) The preliminary plat shall have attached to it copies of any private restrictions proposed to be included in the deeds of the proposed subdivision.

Adjacent to Bodies of Water

A proposed subdivision or dedication of lands, any portion of which are contiguous to or abutting a body of water, shall show the line of navigability, inner and outer harbor lines, if the same have been determined, and the following features and information in addition to the preceding provisions:

- (1) A map showing a traverse line, which line shall be located approximately 20 horizontal feet inland from the line of ordinary high water and which shall be referenced to meander lines heretofore located, and to the United States Coast and Geodetic Survey datum or the plane coordinate system for the state of Washington.
- (2) A map showing the proposed wharf or dock line beyond which no structures may be erected and the location and size of all proposed retaining walls and bulkheads.
- (3) A statement and supporting documents, as reasonably required by the town indicating compliance with all other ordinances and statues pertaining to the development of lands along drainage ways, watercourses, waters and shorelines of this state.

Hearing Examiner Review

The hearing examiner shall set a date and place for a public meeting on the proposed subdivision or dedication within the time periods required by RCW 58.17.140. The meeting may be held at a later date if time limits are waived by the applicant, but in no event may it be held more than 120 days from the date of application.

Public Hearing – Notice

Notice of the filing of the preliminary plat and of the public hearing shall be given in compliance with HPMC 11.10.160 along with RCW 58.17.080 and RCW 58.17.090.

Hearing Examiner Considerations

The hearing examiner shall examine the proposed subdivision or dedication to ascertain whether it conforms to the town comprehensive plan, the zoning ordinance (title 18), and to the requirements of this title and all other applicable ordinances. The hearing examiner shall inquire into the public use and interest proposed RCW 58.17.110(1).

Approval

(1)The hearing examiner shall not approve a proposed subdivision and dedication unless written findings are made that: (a) the proposal complies with the comprehensive plan adopted by the town, (b) the proposal complies with all requirements of the zoning ordinance (title 18) applicable to the property, (c) the proposal complies with the design standards of this title, (d) appropriate provisions are made for the public health, safety, and general welfare, and for such open spaces, drainage ways, streets or roads, alleys, and other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and schoolgrounds, and all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who walk to and from school; and (e) the public use and interest will be served by the platting of such subdivision and dedication.

(2)If the hearing examiner finds that the proposed subdivision and dedication complies with the comprehensive plan, zoning code, and design standards, makes appropriate provisions for public health, safety, and general welfare, and other items described above, and that the public use and interest will be served; then the hearing examiner shall approve the proposed subdivision and dedication.

(3)If approval is withheld, a copy of the preliminary plat, together with a list of suggested modifications prepared in accordance with the provisions herein contained, shall be returned to the subdivider.

Disapproval Due to Flood, Inundation, or Swamp Conditions

The hearing examiner shall consider the physical characteristics of a proposed subdivision site and may disapprove a plat or impose conditions on approval because of flood, inundation, or swamp conditions.

Bond to be Provided

If the proposed preliminary plat or subdivision is approved, the subdivider, before requesting final approval, shall furnish the town with the plat or subdivision bond as provided for in HPMC 17.20.210.

Approval Time Limits – Extensions

Preliminary approval of a plat shall be effective for a period of 12 months, unless extended for an additional year by the town engineer following written request submitted by the applicant at least 30 days prior to the expiration of the original 12-month period. Action on a request for extension may be appealed to the hearing examiner under HPMC 11.10.

Preparation – Scale

The final plat shall be prepared by a registered professional engineer or land surveyor. It shall be on mylar 18 inches by 24 inches drawn to a scale between one inch equals 50 feet and one inch equals 20 feet, unless an alternate scale is authorized by the town engineer.

Contents

The final plat shall not deviate from the approved preliminary plat layout and shall include the following:

- (1) The name of the proposed plat or dedication.
- (2) The exact legal description of the property (must be identical to the legal description of the certificate of plat issued by the title insurance company).
- (3) The boundary line with accurate distances and bearings, locations and widths of all existing and previously recorded rights-of-way approaching and intersecting the boundaries of the plat or dedication shown in reference to the United State Coast and Geodetic Survey datum or the plane coordinate system for the state of Washington and those data prescribed by the town engineer.
- (4) Lot and block numbers, street names and layout, house numbers, exact dimensions of all lots, streets and easements, including lengths of arcs, turning angles and tangents.
- (5) Date, scale and true north point.
- (6) Accurate location of all monuments. One such monument shall be located at each street intersection, and at locations to complete a continuous line of sight and at such locations as may be required by the town engineer.
- (7) The boundary line of all public parks, playgrounds and public rights of-way contained in said plat or dedication.
- (8) If the subdivision is subject to a dedication, a certificate or separate written instrument shall contain the dedication of all streets and other areas to the public in conformance with RCW 58.17.165.
- (9) Certification by a registered land surveyor in conformance with RCW 58.17.250.
- (10) Space shall be provided on the plat for certifications and approvals required by RCW 58.17.160.

Fee

The application for review of the final plat shall be accompanied by a fee as set forth in HPMC 3.05.110.

Submittal

- (1) The final plat consisting of the mylar and five copies, together with supporting data, shall be submitted to the town clerk at least two weeks prior to the time tentative approval is desired. At the time of submittal the plat must have the dedications and signatures of the owner or owners (as shown on the certificate of plat) and the signature and seal of the engineer preparing the same.
- (2) Together with the final plat the following shall be submitted:
 - (a) One mylar and five copies of each of the following:
 - (i) Final storm drainage plans,
 - (ii) Final profile and section prints of all streets;
 - (b) Complete field and computation notes showing original or reestablished corners with descriptions of the same, true bearings and distances to establish right-of-way lines and monuments, turning angles, points of curvature, length of tangents, closure and methods of balancing with corners and distances of the plat or dedication. Allowable error of closure shall not exceed .02 of one foot in preparation of the final plat.

Title Insurance Company Certification

The application shall include a certificate of plat from a reputable title insurance company giving the legal description and showing the title and interest of all parties in the plat or dedication.

Hearing Examiner Review

- (1) Upon receipt of the final plat, the town council shall examine the contents of said plat and receive reports from the town engineer, town planner, and the agency responsible for sewer and water utilities to determine whether the plat complies with all of the requirements of this title and other applicable ordinances and state statutes.
- (2) In the event the final plat is not in proper form or does not comply with the provisions of preliminary plat approval the Town Council shall disapprove the final plat and the subdivider shall be promptly advised of said decision.
- (3) If the town council finds that the proposed subdivision is in conformity with the provisions of preliminary plat approval, the town council shall approve the final plat and direct the Mayor to execute written approval which shall be suitably inscribed on the final plat, subdivision, or dedication.
- (4) Approval by the town council shall be on the condition that the plat be filed in the office of the director of records and elections within 30 days after the date of approval.

Recording

- (1) The original of the final plat shall be filed in the office of the director of records and elections by the subdivider. Two copies thereof shall be furnished to the office of the King County assessor. The mylar shall then be delivered to the town.
- (2) After the director of records and elections has received and filed the final plat, it shall be known as an authorized plat or dedication of the land as provided by the laws of the state of Washington/
- (3) If the final plat has been approved under plat bond, the subdivider may then make application for such permits from the local officials as are necessary to proceed with the development of the subdivision.

Applicable Code Titles

- Hunts Point Municipal Code (HPMC) Title 3
- HPMC Title 11, Planning and Development (Comprehensive Plan & Permit Process)
- HPMC Title 12, Public Ways
- HPMC Title 13, Public Utilities
- HPMC Title 15, Building and Construction
- HPMC Title 16, Environment
- HPMC Title 17, Subdivisions
- HPMC Title 18, Zoning

Fees - See fee schedule



Town Hall, 3000 Hunts Point Road, Hunts Point, WA 98004-1121. Phone 425.455.1834,
 FAX 425.454.4586. Permit intake and issuance hours are Tuesday and Thursday,
 8am-12pm and 1pm-5pm. Building Services Department 425.455.1834.