

Preliminary & Major Subdivision

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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.

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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 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 (5) 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.

General Requirements (1 original copy of each item is required):

- Completed general application form
- Proof of agency and hold harmless agreement form
- Deed/title report
- The applicable fee(s)
- Water and sewer certificates of availability
- Record Sales Tax Under #1713 Town of Hunts Point, WA 98004-1121, for purposes of reporting to the Department of Revenue

Other Submittal Requirements:

- SEPA checklist (if applicable).



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General Application

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RECORD SALES TAX UNDER #1713 Town of Hunts Point, WA 98004-1121

FOR STAFF USE ONLY Permit #: _____ Expiration: _____
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ACCEPTED _____ DATE _____ APPROVED _____ DATE _____
 APPROVED _____ DATE _____
 APPROVED _____ DATE _____
 ISSUED _____ DATE _____ APPROVED _____ DATE _____

PERMIT TYPE:		
<input type="checkbox"/> Boundary Line Adjustment/Lot Consolidation	<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Special Use for Wireless Facilities
<input type="checkbox"/> Building	<input type="checkbox"/> Shoreline Substantial Development	<input type="checkbox"/> Subdivisions (Short & Major)
<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Site Development	<input type="checkbox"/> Tree Removal

Property Address _____ Lot # _____ Zone _____

Owner Information:

Name _____ Phone _____ Fax _____ Email _____
 Mailing Address _____ City _____ Zip Code _____

Agent Information:

Name _____ Phone _____ Fax _____ Email _____
 Mailing Address _____ City _____ Zip Code _____

Architect/Designer Information:

Name _____ Phone _____ Fax _____ Email _____
 Mailing Address _____ City _____ Zip Code _____

Contractor Information:

Name _____ Phone _____ Fax _____ Email _____
 Mailing Address _____ City _____ Zip Code _____
 License _____ Expiration _____ Tax # _____

Property Legal _____
 Assessor's Parcel # _____

Description of project or use (if further space is needed, please attach explanation): _____ _____ _____	Square Footage _____
<input type="checkbox"/> Repair <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Replacement <input type="checkbox"/> Conversion <input type="checkbox"/> New Construction	

I CERTIFY UNDER PENALTY OF PERJURY THAT I AM THE OWNER OF THE ABOVE PROPERTY OR THE DULY AUTHORIZED AGENT OF THE OWNER(S) ACTING ON BEHALF OF THE OWNER(S) AND THAT ALL INFORMATION FURNISHED IN SUPPORT OF THIS APPLICATION IS TRUE AND CORRECT. I FURTHER CERTIFY THAT ALL APPLICABLE FEDERAL, STATE, COUNTY, AND TOWN OF HUNTS POINT REQUIREMENTS FOR THE WORK AUTHORIZED BY THIS PERMIT WILL BE MET.

VALUATION \$ _____

IS WORK WITHIN 200 FEET OF LAKE WASHINGTON HIGH WATER LINE?
 YES NO

SIGNATURE _____

DATE _____

OWNER AGENT (AGENTS *MUST* HAVE FORM 9a COMPLETED WITH PROPERTY OWNER'S SIGNATURE)

NOTE: All costs from actual staff/consultant time will be billed to applicant.

PLAN REVIEW DEPOSIT \$ _____	RECEIPT _____ BY _____
DATE _____	
PLAN REVIEW FEE \$ _____	
PERMIT FEE \$ _____	
INSPECTION DEPOSIT \$ _____	
OTHER CHARGES \$ _____	
STATE BUILDING FEE \$ _____	
LESS FEES PAID \$ (_____)	
TOTAL \$ _____	
RECEIPT _____ BY _____	
DATE _____	



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Proof of Agency / Hold Harmless Agreement

9a

PROPERTY ADDRESS: _____

PERMIT TYPE: _____ PERMIT NUMBER: _____

Proof of Agency

A proof of agency is required for the acceptance of any permit where the permit applicant (“agent”) is not the recorded owner of the property (“owner”). If the owner is a corporation, LLC, LLP, or partnership, this form must be completed and signed by the chief executive of the entity that holds ownership of the property in question.

Owners which apply for permits on their own behalf do not need to complete this form. **All other applicants must fully complete this form, including the owner’s signature, before the Town of Hunts Point will process any application documents.** Each separate application must include an original, fully executed Form 9a, Proof of Agency/Hold Harmless Agreement.

To BE COMPLETED BY OWNER:

I, _____, as the owner of
(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)
the above-referenced property, hereby authorize the person or entity outlined below (the “agent”) to act as my sole agent regarding the above-referenced property, and further stipulate that the agent may act on my behalf for purposes of filing applications for decisions, determinations, permits, or review under any applicable Hunts Point Codes, and further stipulate that the Agent has full power and authority to perform, on my behalf, all acts necessary to enable the Town to process or review applications, issue permits, authorize revisions, and perform inspections required under all codes in force. **I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.**

[Signature of Property Owner/Chief Executive] [Date]

[Contact Address] [City] [State] [Zip]

[Phone] [Fax]

To BE COMPLETED BY AGENT:

[Print Name of Agent] [Title]

[Contact Address] [City] [State] [Zip]

[Phone] [Fax]



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Hold Harmless Agreement

A hold harmless agreement is required for the acceptance of any permit, and must be signed by the property owner. If the owner is a corporation, LLC, LLP, or partnership, this form must be completed and signed by the chief executive of the entity that holds ownership of the property in question. There are no permits or circumstances under which the town will accept application without an executed hold harmless agreement.

To BE COMPLETED BY OWNER:

I, _____, as the owner of
(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)
the above-referenced property, hereby agree as a condition of permit application and/or issuance, to protect, defend, and hold harmless the Town of Hunts Point, its officers, agents and employees, and to indemnify them from all liability, loss and expense, including reasonable attorneys fees, that the Town of Hunts Point, its officers, agents and employees may incur by reason of accepting this application and/or issuing this permit, and all other acts taken by the Town of Hunts Point relating to the work described under the permit documents including but not limited to plans examination, issuance of permit(s), inspection and approval of construction and issuance of certificates of occupancy, to the extent that any such liability, loss and expense results from any errors or the misrepresentation of any material fact in the permit application documents, whether negligent or intentional. I further certify that I am the owner of the property referenced at the top of this document. **I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.**

[Signature of Property Owner/Chief Executive]

[Date]

[Contact Address]

[City]

[State]

[Zip]

[Phone]

[Fax]

The State Environmental Policy Act (SEPA) was established to ensure that environmental values are considered by local government when making decisions. Decisions include development decisions such as preliminary plats, shoreline substantial development permits, other official actions, as well as certain legislative actions. Agencies must follow specific procedures and processes to assure that appropriate consideration has been given to the environment.

Process

Pre-Application Conference

A pre-application conference may be required by the Building Services Department and shall address environmental issues.

Procedure

An application for SEPA Determination must be associated with a land use or building permit. Upon submittal of an action, the Building Services Department reviews the checklist and all documentation to define the level of direct environmental impact associated with the proposal.

The threshold determination shall be made by the responsible official and shall consist of one of the following: 1) A Determination of Significance (DS), which means that the project represents significant adverse environmental impacts and requires preparation of an Environmental Impact Statement (EIS), 2) A Determination of Non-Significance (DNS), which means that the project does not represent significant adverse environmental impacts, 3) A Determination of Non-Significance – Mitigated (MDNS) which lists specific conditions, modifications, or measures to be implemented into the proposal to avoid the significant adverse environmental impact. The responsible official shall complete threshold determinations based upon review of the environmental checklist and other documentation for the proposal within 15 days of the date an application and completed checklist are deemed complete, with exceptions as pursuant to HPMC 16.05.080.

Under SEPA, a project may also be determined categorically exempt. Except in extraordinary circumstances, the responsible official will decide whether an action is categorically exempt within seven days of receiving a completed application. Other actions that the responsible official may take include: 1) Adoption of an existing SEPA document, provided that the adopted document clearly anticipated the stated impact and provided for mitigation of any significant impacts, 2) other actions as outlined in HPMC 11.10.170.

There is a 15-day SEPA comment period, followed by a 14-day appeal period. Appeals shall be conducted for a SEPA determination pursuant to HPMC 16.05.290.

Applicable Code Titles

Hunts Point Municipal Code (HPMC) Title 3, Revenue & Finances
 HPMC Title 8, Health and Safety
 HPMC Title 11, Planning and Development (Comprehensive Plan and Permit Process)
 HPMC Title 12, Public Ways
 HPMC Title 13, Public Utilities
 HPMC Title 14, Boating and Harbors
 HPMC Title 15, Building Code
 HPMC Title 16, Environment
 HPMC Title 17, Subdivisions
 HPMC Title 18, Zoning

Fees

See fee schedule



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SEPA Application/Coversheet

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RECEIVED BY _____ DATE _____

FOR STAFF USE ONLY Application#: _____ Fee: _____ Receipt #: _____

A. STAFF REVIEW HAS DETERMINED THAT PROJECT:

- _____ Meets the categorically exempt criteria
- _____ Has no significant adverse environmental impact and application should be processed without further consideration of environmental effects
- _____ Has significant environmental impact and an Environmental Impact Statement will be prepared
- _____ An Environmental Impact Statement for this project has already been prepared

Signature of Responsible Official _____ Date _____

B. COMMENTS:

C. TYPE OF PERMIT OR ACTION REQUESTED: _____

D. ZONE: _____



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Purpose of checklist:

The State Environmental Policy Act (SEPA), chapter 43.21C RCW, requires all governmental agencies to consider the environmental impacts of a proposal before making decisions. An Environmental Impact Statement (EIS) must be prepared for all proposals with probable significant adverse impacts on the quality of the environment. The purpose of this checklist is to provide information to help you and the agency identify impacts from your proposal (and to reduce or avoid impacts from the proposal, if it can be done) and to help the agency decide whether an EIS is required.

Instructions for applicants:

This environmental checklist asks you to describe some basic information about your proposal. Governmental agencies use this checklist to determine whether the environmental impacts of your proposal are significant, requiring preparation of an EIS. Answer the questions briefly, with the most precise information known, or give the best description you can.

You must answer each question accurately and carefully, to the best of your knowledge. In most cases, you should be able to answer the questions from your own observations or project plans without the need to hire experts. If you really do not know the answer, or if a question does not apply to your proposal, write "do not know" or "does not apply." Complete answers to the questions now may avoid unnecessary delays later.

Some questions ask about governmental regulations, such as zoning, shoreline, and landmark designations. Answer these questions if you can. If you have problems, the governmental agencies can assist you.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Use of checklist for non-project proposals:

Complete this checklist for non-project proposals, even though questions may be answered "does not apply." in addition, complete the supplemental sheet for non-project actions (part D).

For non-project actions, the references in the checklist to the words "project," "applicant," and "property or site" should be read as "proposal," "proposer," and "affected geographic area," respectively.

TO BE COMPLETED BY APPLICANT

EVALUATION FOR AGENCY USE ONLY

A. BACKGROUND

1. Name of proposed project, if applicable:
2. Name of applicant:
3. Address and phone number of applicant and contact person:



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4. Date checklist prepared:

5. Agency requesting checklist:

6. Proposed timing or schedule (including phasing, if applicable):

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

10. List any government approvals or permits that will be needed for your proposal, if known.

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

B. ENVIRONMENTAL ELEMENTS

EARTH

a. General description of the site (circle one): Flat, rolling, hilly, steep slopes, mountainous, other _____.

b. What is the steepest slope on the site (approximate percent slope)?

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any prime farmland.

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

e. Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate source of fill.

f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

AIR

a. What types of emissions to the air would result from the proposal (i.e., dust, automobile, odors, industrial wood smoke) during construction and when the project is completed? If any, generally describe and give approximate quantities if known.

b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

c. Proposed measures to reduce or control emissions or other impacts to air, if any:

WATER

a. Surface:

1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

b. Ground:

1) Will ground water be withdrawn, or will water be discharged to ground water? Give general description, purpose, and approximate quantities if known.

2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals, agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

c. Water runoff (including storm water):

1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

2) Could waste materials enter ground or surface waters? If so, generally describe.

d. Proposed measures to reduce or control surface, ground, and runoff water impacts, if any:

PLANTS

a. Check or circle types of vegetation found on the site:

___ deciduous tree: alder, maple, aspen, other

___ evergreen tree: fir, cedar, pine, other

___ shrubs

___ grass

___ pasture

___ crop or grain

___ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other

___ water plants: water lily, eelgrass, milfoil, other

___ other types of vegetation

b. What kind and amount of vegetation will be removed or altered?

c. List threatened or endangered species known to be on or near the site.

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

ANIMALS

a. Circle any birds and animals which have been observed on or near the site or are known to be on or near the site:

birds: hawk, heron, eagle, songbirds, other:

mammals: deer, bear, elk, beaver, other:

fish: bass, salmon, trout, herring, shellfish, other:

b. List any threatened or endangered species known to be on or near the site.

c. Is the site part of a migration route? If so, explain.

d. Proposed measures to preserve or enhance wildlife, if any:

ENERGY AND NATURAL RESOURCES

a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

ENVIRONMENTAL HEALTH

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste that could occur as a result of this proposal? If so, describe.

1) Describe special emergency services that might be required.

2) Proposed measures to reduce or control environmental health hazards, if any:

b. Noise

1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

3) Proposed measures to reduce or control noise impacts, if any:

LAND AND SHORELINE USE

- a. What is the current use of the site and adjacent properties?

- b. Has the site been used for agriculture? If so, describe.

- c. Describe any structures on the site.

- d. Will any structures be demolished? If so, what?

- e. What is the current zoning classification of the site?

- f. What is the current comprehensive plan designation of the site?

- g. If applicable, what is the current shoreline master program designation of the site?

- h. Has any part of the site been classified as an "environmentally sensitive" area? If so, specify.

- i. Approximately how many people would reside or work in the completed project?

- j. Approximately how many people would the completed project displace?

- k. Proposed measures to avoid or reduce displacement impacts, if any:

- l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

HOUSING

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

- c. Proposed measures to reduce or control housing impacts, if any:

AESTHETICS

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

- b. What views in the immediate vicinity would be altered or obstructed?

- c. Proposed measures to reduce or control aesthetic impacts, if any:

LIGHT AND GLARE

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

- b. Could light or glare from the finished project be a safety hazard or interfere with views?

- c. What existing off-site sources of light or glare may affect your proposal?

- d. Proposed measures to reduce or control light and glare impacts, if any:

RECREATION

- a. What designated and informal recreational opportunities are in the immediate vicinity?

- b. Would the proposed project displace any existing recreational uses? If so, describe.

c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

HISTORIC AND CULTURAL PRESERVATION

a. Are there any places or objects listed on, or proposed for, national, state, or local preservation registers known to be on or next to the site? If so, generally describe.

b. Generally describe any landmarks or evidence of historic, archaeological, scientific, or cultural importance known to be on or next to the site.

c. Proposed measures to reduce or control impacts, if any:

TRANSPORTATION

a. Identify public streets and highways serving the site, and describe proposed access to the existing street system. Show on site plans, if any.

b. Is site currently served by public transit? If not, what is the approximate distance to the nearest transit stop?

c. How many parking spaces would the completed project have? How many would the project eliminate?

d. Will the proposal require any new roads or streets, or improvements to existing roads or streets, not including driveways? If so, generally describe (indicate whether public or private).

e. Will the project use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

f. How many vehicular trips per day would be generated by the completed project? If known, indicate when peak volumes would occur.

g. Proposed measures to reduce or control transportation impacts, if any:

PUBLIC SERVICES

a. Would the project result in an increased need for public services (for example: fire protection, police protection, health care, schools, other)? If so, generally describe.

b. Proposed measures to reduce or control direct impacts on public services, if any.

UTILITIES

a. Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other.

b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

C. SIGNATURE

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: _____

Date Submitted: _____

Permit Fee Schedule

Boundary Line Adjustment and Lot Consolidation	\$500.00 plus actual staff/consultant time
Building	As set forth in HPMC § 3.05.120(4), based on total project square footage
➤ Plan Review	65% of Permit Fee
➤ Inspection	Base Deposit \$1,800.00; May be adjusted by Building Official
➤ Fire Sprinkler	UBC Table 1A fee valuation plus staff/consultant time
➤ State Building Code Fee	\$4.50
Building Permit Exemption Request	\$50.00 plus actual staff/consultant time
Conditional Use	\$500.00 plus actual staff/consultant time
Demolition	\$250.00
Heavy Truck Street Repair Fund Fee	1% of the total valuation of the project
Mechanical	
➤ In-Kind Replacements	See Mechanical Fee Schedule Form 10a
➤ All Other Mechanical Installations	UBC Table 1A fee valuation
➤ Plan Review	65% of Permit Fee
➤ Inspection	As determined by Building Official
Plumbing	
➤ In-Kind Replacements	See Plumbing Fee Schedule Form 35
➤ All Other Mechanical Installations	UBC Table 1A fee valuation
➤ Plan Review	65% of Permit Fee
➤ Inspection	As determined by Building Official
Pre-Application Meeting (for new construction or remodel valued at \$25,000.00 or greater)	\$500.00
Reconsiderations/Appeals	\$500.00 plus actual staff/consultant time
Right of Way Use	\$250.00 plus actual staff/consultant time
SEPA Review	\$500.00 plus actual staff/consultant time
➤ EIS review/assessment	\$500.00 plus actual staff/consultant time
Shoreline Substantial Development	\$500.00 plus actual staff/consultant time
Shoreline Substantial Development Exemption	\$250.00 plus actual staff/consultant time
Site Development	\$500.00 plus actual staff/consultant time
Street Cleaning	\$3,000 deposit
Street Opening	\$250.00 plus actual staff/consultant time
Subdivision	
➤ Short Plat (4 or less lots)	\$2,500.00 plus actual staff/consultant time
➤ Preliminary Plat	\$2,500.00 plus actual staff/consultant time
➤ Final Plat	\$2,500.00 plus actual staff/consultant time
Special Use	\$500.00 plus actual staff/consultant time
Telecommunications Franchise	Fee negotiated
Telecommunications Right of Way Use	\$250.00 plus actual staff/consultant time
Tree Removal	\$50.00 plus actual staff/consultant time
Variance	\$500.00 plus actual staff/consultant time

NOTE: All costs from actual staff/consultant time will be billed to applicant.



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.