

Short Subdivision



Short subdivision means the division of land into four or fewer lots, plots, tracts, parcels, sites, or other divisions of land for the purpose of sale, lease, or transfer of ownership, and not previously having been divided for a period of five years from the date of application. Plats are governed by Title 17.25 of the Hunts Point Municipal Code.

Process

Initial Consultation

Before preparation of the short plat, the subdivider or the subdivider's engineer or land surveyor shall consult with the town clerk to schedule a pre-application meeting for the purpose of ascertaining the requirements of the short subdivision.

Application Preparation

The proposed short subdivision and five (5) blueprints thereof shall be prepared by a registered professional engineer or land surveyor and submitted along with an application and a clear and concise written description of the proposed project.

Certifications

- (1) The application for approval of a short subdivision shall include a certificate giving a full and correct description of the lands divided as they appear on the short plat, including a statement that the short subdivision has been made with the consent and in accordance with the desires of the owner or owners;
- (2) If the short plat is subject to a dedication, the certificate or a separate written instrument shall contain the dedication of all streets and other areas to the public in conformance with RCW 58.17.165.
- (3) The subdivider shall secure 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 subdivision. Said certificate shall be dated no less than 10 days prior to the submittal date.

Appeals

The decision of the town engineer regarding preliminary approval of the short plat may be appealed to the hearing examiner per HPMC Chapter 11.10.

Applicable Code Titles

Hunts Point Comprehensive Plan and Sensitive Area Ordinance
Hunts Point Municipal Code (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.



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Short subdivision means the division of land into four or fewer lots, plots, tracts, parcels, sites, or other divisions of land for the purpose of sale, lease, or transfer of ownership, and not previously having been divided for a period of five years from the date of application.

The intake checklist identifies minimum application elements necessary for the town to accept the application. Should any of the following minimum items not be provided, the application may not be accepted at the counter.

Initial Consultation

Before preparation of the short plat, the subdivider or the subdivider's engineer or land surveyor shall consult with the town clerk to schedule a pre-application meeting for the purpose of ascertaining the requirements of the short subdivision.

Check each box under the applicant heading on this checklist to confirm items that are included in your submittal.

Application preparation

The proposed short subdivision and five blueprints thereof shall be prepared by a registered professional engineer or land surveyor and submitted along with an application and a clear and concise written description of the proposed project.

General Requirements (1 original copy of each item is required): If an item is not applicable, attach explanation.

Applicant

- 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



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Certifications

The application for approval of a short subdivision shall include a certificate giving a full and correct description of the lands divided as they appear on the short plat, including a statement that the short subdivision has been made with the free consent and in accordance with the desires of the owner or owners.

If the short plat is subject to a dedication, the certificate or a separate written instrument shall contain the dedication of all streets and other areas to the public in conformance with RCW 58.17.165.

- In addition to the foregoing, the subdivider shall secure 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 subdivision. Said certificate shall be dated no less than 10 days prior to the submittal date.

Scale

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

Additional information

The application shall contain the following additional information which may be combined where practical:

- A map showing existing monuments of record and the location of all permanent control monuments previously established.
- A map showing the names and addresses of the owners of record or property contiguous to the proposed short subdivision and within 300 feet of the property lines of the land covered by the proposed short subdivision.
- The boundary lines, accurate and to scale, of the tract to be subdivided.
- 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, and utilities.
- A map showing the location, pipe size, and grades of all existing sewers, water mains, culverts, electrical conduits, telephone conduits, and other underground installations within the tract and immediately adjacent thereto.

- A map showing the layout of proposed utility mains, lot lines (including dimensions and lot areas), alley and easement lines, and referenced to the United States Coast and Geodetic Survey datum or the plane coordinate system for the State of Washington or such datum acceptable to the town engineer.
- A layout shall be prepared showing the location and approximate sizes of proposed catchbasins, culverts, other drainage structures, retaining walls and bulkheads which shall be installed to the satisfaction of the town engineer.
- Drawings showing the plans and profiles, grades and sizes of proposed sanitary sewers, power, telephone, water and other utility services.
- The short plat shall be attached to it copies of any private restrictions proposed to be included in the deeds of the proposed short subdivision.

Adjacent to bodies of water

An application for approval of a proposed short subdivision contiguous to, or representing a portion of, or all of the frontage of a creek, canal, watercourse or a body of water shall include a statement and supporting documents as reasonably required by the town clerk, indicating compliance with all other relevant ordinances and statutes.

Review

The town engineer shall examine the proposed short subdivision and any associated dedication to ascertain whether it conforms to the Town Comprehensive Plan, the Zoning Ordinance (Title 18), to the design standards and other requirements of the title, and to all other requirements of this title, and to all other applicable ordinances. The town engineer shall inquire into the public use and Interest proposed to be served by the establishment of the short subdivision and dedication and make determinations pursuant to RCW 58.17.110.(10

Approval

The town engineer shall not approve a proposed short 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 and other requirements 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, 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 only walk to and from school; and (e) the public use and interest will be served by the platting f such short subdivision and dedication.

If findings are made that the proposed short subdivision 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 proposed short subdivision and dedication shall be approved.

If approval is withheld, a copy of the short plat, together with a list of suggested modifications prepared in accordance with the provisions herein contained, shall be retained in the files of the Town Clerk, and a copy thereof shall be returned to the subdivider.

A certificate of approval, or withholding approval, shall be forwarded to each of the municipal officers that received a copy of the short plat. The action of the town engineer shall constitute final approval or disapproval of the short subdivision, which determination shall be made not more than 30 days from the date of application, unless waived by the applicant, but in no event more than 120 days from the date of application.

Appeals

The decision of the town engineer regarding preliminary approval of the short plat may be appealed to the hearing examiner per HPMC Chapter 11.10.

Filing

The original of the approved short plat shall be filed in the Office of the King County Recorder by the subdivider. Two copies of the approved short plat shall be furnished to the Office of the King County Assessor. The mylar shall then be delivered to the Town.

After the recorder's office has filed the short plat, it shall be known as an authorized plat of the land as provided by the laws of the State of Washington.

The requirements of HPMC 17.20.130 pertaining to the bonding of improvements must be complied with before any contract for or offer of sale of any lot, plot, tract, parcel, site, or other division of land within the short subdivision shall be made.

If the short 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.

Limitations

Land in short subdivisions may not be further divided within a period of five years without the filing of a major subdivision.

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:

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.