

Preliminary Major Subdivision Checklist and Application

Major subdivision means the division or re-division of land into five or more lots, plots, tracts, parcels, sites, or other divisions for the purpose of sale, lease, or transfer of ownership and under this title, includes any new division of land that was previous divided within five years from the date of application. A public meeting will be held by the hearing examiner in compliance with HPMC 11.10.160 along with RCW 58.17.080 and 58.17.090. The hearing examiner shall issue a written decision. Major subdivisions are governed by Title 17.20 of the Hunts Point Municipal Code. An application for a final plat shall be submitted if the preliminary subdivision is approved.

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.

Submittal, Preparation and Fee:

The proposed 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 by resolution.

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

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

If an item is not applicable, attach explanation.

- 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;



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Preliminary Major Subdivision Checklist and Application

- Record sales tax under #1713 Town of Hunts Point, WA 98004-1121, for purposes of reporting to the Department of Revenue.

General Requirements (1 original copy of each item is required and five (5) blueprints):

If an item is not applicable, attach explanation.

- If a SEPA checklist is required, submit one copy. Can be obtained at: <http://www.ecy.wa.gov/programs/sea/sepa/forms.htm>

Vicinity Sketch Map:

- Scale at least 200 feet, and not more than 400 feet, to the inch;
- Show all adjacent subdivisions, streets, tract lines of acreage parcels, and names of owners of record of such parcels;
- 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:

- The horizontal scale 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;
- Indicate 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:

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:

- 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 country official;
- Existing monuments of record;
- 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;



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- 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;
- 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 for the state of Washington, or such datum acceptable to the town engineer;
- 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 area of each lot, identified by number, shall be shown;
- A layout showing the profile and tentative grades of streets;
- 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;
- 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;
- The preliminary plat shall have attached to it copies of any private restrictions proposed to be included in the deeds of the proposed subdivision.

Utility Verifications:

- Written evidence from the appropriate water and sewer utilities and from the appropriate telephone and power companies that these services are available and will be furnished to serve each lot in the subdivision.

All utilities shall be installed underground.



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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 other harbor lines, if the same have be determined, and the following features and information is addition to the preceding provisions:

- 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;
- 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;
- A statement and supporting documents, as 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.



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General Permit Application

RECORD SALES TAX UNDER #1713 Town of Hunts Point

ACCEPTED: _____ DATE: _____
 ISSUED: _____ DATE: _____

APPROVED: _____ DATE: _____
 APPROVED: _____ DATE: _____
 APPROVED: _____ DATE: _____
 APPROVED: _____ DATE: _____

FOR STAFF USE ONLY
 Permit #: _____
 Expiration: _____

PERMIT TYPE:

- | | | |
|---|--|---|
| <input type="checkbox"/> Boundary Line Adjustment/Lot Consolidation | <input type="checkbox"/> Demolition | <input type="checkbox"/> Special Use |
| <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: _____ E-mail: _____

Mailing Address: _____ City: _____ Zip Code: _____

Agent Information:

Name: _____ Phone: _____ E-mail: _____

Mailing Address: _____ City: _____ Zip Code: _____

Architect/Designer Information :

Name: _____ Phone: _____ E-mail: _____

Mailing Address: _____ City: _____ Zip Code: _____

Contractor Information:

Name: _____ Phone: _____ E-mail: _____

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: _____

- Repair Addition Alteration Replacement Conversion New Construction

OWNER(S) ACTING ON BEHALF OF THE OWNER(S) AND I CERTIFY UNDER PENALTY OF PERJURY THAT I AM THE OWNER OF THE ABOVE PROPERTY OR THE DULY AUTHORIZED AGENT OF THE 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

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

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 who 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, Proof of Agency/Hold Harmless Agreement.

To BE COMPLETED BY OWNER:

I, _____, as the owner of <small>(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)</small>			
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 Code)
_____ (Phone)	_____ (Email)		

To BE COMPLETED BY AGENT:

_____ (Print Name of Agent)		_____ (Title)	
_____ (Contact Address)	_____ (City)	_____ (State)	_____ (Zip Code)
_____ (Phone)	_____ (Email)		



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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 an 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, I 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 Code)

(Phone)

(Email)



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SEPA Process

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.

Initial Consultation:

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

Submittal, Preparation and Fee:

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 application shall be accompanied by the fee as set forth by resolution. Contact the State of Washington State Environmental Policy Act (SEPA) for the current edition of the SEPA form: <https://www.ecy.wa.gov/programs/sea/sepa/forms.htm>

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.

The application for SEPA shall be accompanied by the fee as set forth by resolution.

Applicable Code Titles

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



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SEPA Application/Coversheet

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

RECEIVED BY: _____ DATE: _____

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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Fee Schedule - Permits

Boundary Line Adjustment and Lot Consolidation	\$500.00 plus any additional charges incurred
Building Permit (new construction, remodels and any structure having a floor area measurable in square feet)	See Table A
Building Permit (for additions and remodels not measured in square feet)	See Table B
➤ Plan Review	65% of Permit Fee
➤ Inspection	Based on number of inspections anticipated by Building Official
➤ State Building Code Fee	\$6.50
Conditional Use Permit	\$500.00 plus any additional charges incurred
Demolition	\$250.00 plus any additional charges incurred
Fire Marshal Review	Bellevue Fire Department fee
Heavy Truck Fee	1% of the total valuation of the project
Mechanical	
➤ In-Kind Replacements	See Table C
➤ New Single Family and Large Remodels	See Table B
➤ Plan Review	65% of Permit Fee
➤ Inspection	As determined by Building Official
Plumbing	
➤ In-Kind Replacements	See Table D
➤ New Single Family and Large Remodels	See Table B
➤ 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 any additional charges incurred
Right of Way Use	\$250.00 plus any additional charges incurred
SEPA Review	\$500.00 plus any additional charges incurred
➤ EIS review/assessment	\$500.00 plus any additional charges incurred
Shoreline Substantial Development	\$500.00 plus any additional charges incurred
Shoreline Substantial Development Exemption	\$250.00 plus any additional charges incurred
Site Development	\$500.00 plus any additional charges incurred
Special Use Permit	\$500.00 plus any additional charges incurred
Street Cleaning	\$3,000 deposit (May be required)
Subdivision	
➤ Short Plat (4 or less lots)	\$2,500.00 plus any additional charges incurred
➤ Preliminary Plat	\$2,500.00 plus any additional charges incurred
➤ Final Plat	\$2,500.00 plus any additional charges incurred
Telecommunication Permit Application Fee	\$2,500.00 applied toward Town's cost
Tree Removal Permit	\$50.00 plus any additional charges incurred
Variance	\$500.00 plus any additional charges incurred



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Fee Schedule - Consultants and Miscellaneous

Consultation with Town's Building Official, Planner, Engineer or Arborist	Fees charged to the Town for services rendered to a resident, other person or firm will be passed on to that resident, other person or firm based on the actual cost to the Town unless related to the original plan review.
Public Hearing before the Hearing Examiner	Fees charged to the Town for services rendered to a resident, other person or firm by the hearing examiner to conduct a public hearing and make findings, conclusions and decisions will be passed on to that resident, other person or firm based on the actual cost to the Town.
Miscellaneous Fees:	
➤ Copies:	Copies of ordinances or codes made at Town Hall: no charge.
➤ Copies of town records, zoning maps, plats, short plats, or other land-use records:	Copies made at Town Hall: \$0.15 per page.
➤ For copies that cannot be made at Town Hall (e.g. large format records):	Actual fees charged by the vendor will be passed on to the person requesting the copying.
NSF Check	Town fee: \$25.00 plus actual bank charge.
Notary Fee:	No charge to residents.
Special Event Permit Fee:	Town fee of \$500.00 plus any additional charges incurred by the Town for services related to the permit.
Town Hall Rental Fee:	The standard rental fee of \$10.00 per hour and a deposit of \$250.00 will be collected from any person or organization seeking to rent meeting space at Town Hall. The cleaning deposit is refundable after conclusion of the rental event. Any charges incurred by the Town for cleaning or repairs necessitated by and specifically attributable to the event will be deducted from the deposit, and any remaining balance will be refunded to the renter. The renter will remain liable for any repairs for cleaning costs that exceed the \$250.00 rental deposit.
Attorney's Fees:	Fees charged to the Town for services rendered to a resident, other person, or firm that were not authorized in advance by the Council will be passed on to that resident, other person, or firm.
Milfoil:	Fee: \$375.00 per lot per year



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