



3000 Hunts Point Road
Hunts Point, WA 98004-1121
CONTRACTORS:
425.455.1834
email: permits@huntspoint-wa.gov

APPLICANTS AND

Please code sales tax for project-related expenditures to the **TOWN'S SALES TAX REVENUE #1713.**

PRELIMINARY MAJOR SUBDIVISION APPLICATION INSTRUCTIONS

Welcome to the Hunts Point preliminary major subdivision application process. A major subdivision is the proposal to make, or having made a plat of subdivision of land containing two or more lots, plots, or tracts, or proposing to make or having made a plat subdivision containing a dedication of any part thereof as a public street or highway, shall enter into any contract for the sale of, or shall offer to sell, said subdivision or any part thereof, or shall proceed with any construction work on the proposed subdivision, including grading and excavation, relating thereto, until approval of the proposed plat, short or major subdivision or dedication has been obtained from the town in accordance with the rules and regulations contained therein. Major subdivisions are governed by the Hunts Point Municipal Code, Chapter 17.20 and all applicable state statutes.

A PRE-APPLICATION MEETING IS REQUIRED FOR A PRELIMINARY MAJOR SUBDIVISION for the purpose of ascertaining the requirements for the proposed subdivision or dedication before preparation of the project.

[Fee Schedule - Hunts Point, WA \(huntspoint-wa.gov\)](#)

- 1. SCHEDULE A PRE-APPLICATION MEETING.** You will be contacted with the time and date for a Virtual Zoom Meeting. The meeting will typically be attended by the Engineer and other appropriate town reviewers. The design must be as complete as possible for the reviewers to give constructive feedback. It is also beneficial to provide drawings with general notes and project information.
- 2. ENFORCEMENT:** The town engineer is given authority pursuant to RCW 58.17.060 to review and approve short subdivisions. The hearing examiner is given authority pursuant to 58.17.330 to review preliminary and final plats for all proposed major subdivisions. The decision of the hearing examiner shall be given the effect of a final decision of the town council.
- 3. READ THE TOWN OF HUNTS POINT SUBDIVISION CODES, BUILDING, ZONING, SITE DEVELOPMENT, TREE REMOVAL, AND ENVIRONMENTAL CODES THOROUGHLY.** The website is www.huntspoint-wa.gov which provides access to the rules governing projects in the Town, including the relevant International Codes and Hunts Point Municipal Code citing regulations, e.g., setbacks, height limits, gross floor area, etc. As the applicant you are responsible for complying with all legal requirements. (HPMC Title 17)
- 4. IF SEPA (State Environmental Policy Act) is required** download the form from: [SEPA checklist guidance - Washington State Department of Ecology](#) There is a thirty (30) day notification period. (HPMC, Title 16.05)
- 5. THE FOLLOWING DOCUMENTS MUST BE SUBMITTED** for your proposed subdivision.
Detailed information about these items follows:
 - A. APPLICATION FORM AND CHECKLIST:** You must complete an application for plan review and a checklist for the proposed subdivision. Please complete the forms by providing the information requested, answering all questions accurately and signing the application.

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- B. PRELIMINARY PLAT:** Shall be prepared by registered professional engineer or land surveyor to which shall be attached a written application requesting approval of the subdivision or dedication in accordance with the requirements set forth in HPMC Title 17.
- C. PROOF OF OWNERSHIP:** Deed, title report, sale agreement or King County parcel viewer information showing ownership.
- D. VICINITY SKETCH MAP** at a scale of at least 200 feet, and not more than 400 feet, to the inch. The 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.
- E. 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. All maps shall indicate the proposed name of the subdivision, the numbered designation of each lot and the names of the subdivider and survey or engineer, and shall show the date, scale, and north point.
- F. CONTENTS OF THE PRELIMINARY PLAT** 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:
- Map showing the boundary lines, 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.
 - Existing monuments of record.
 - Map showing the names and addresses of the owners of record property contiguous to the proposed subdivision and within 300 feet of the property lines of the land covered by the proposed subdivision.
 - 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 sections lines.
 - 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.
 - Map showing the proposed layout of street right-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.
 - Layout showing the profile and tentative grades of streets.
 - 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.
 - 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 reservation is clearly indicated.
 - Attach all copies of any private restrictions proposed to be included in the deeds of the proposed subdivision.
- 6. UTILITY VERIFICATIONS:** Obtain evidence of water and sewer availability by contacting the water utility at the City of Bellevue.
https://bellevuewa.gov/sites/default/files/media/pdf_document/forms_availability_certificate.pdf
Obtain verification 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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- 7. 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:

 - 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 of the state of Washington.
 - 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.
 - 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, water, and shorelines of this state.
- 8. HEARING EXAMINER REVIEW:** The hearing examiner shall set a date and place for a public meeting on the proposed subdivision or dedication in the time periods required 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 be held more than 120 days from the date of application.
- 9. PUBLIC HEARING NOTICE:** Notice of the filing of the preliminary plat and the public hearing shall be given in compliance with HPMC 11.10.160 along with RCW 58.17.090.
- 10. 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 (HPMC 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 to be served by the establishment of subdivision and dedication and make determination pursuant to RCW 58.17.110(1).
- 11. APPROVAL:** The hearing examiner will approve the proposed subdivision and dedication if it meets all the requirements in the HPMC 17.20.065.
- 12. 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 17.20.120
- 13. 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 Chapter 11.10 HPMC.
- 14. SUBMIT THE COMPLETED APPICATION FORMS, PLANS** and supporting documents electronically to: permits@huntspoint-wa.gov. The fees are required at time of submittal, either by mail, putting the check in the Town mailbox at the east end of the parking lot, or bringing the check to Town Hall by appointment. Town staff will review your application for completeness and notify you if further information is needed.
- 15.** After accepting your application and fees, the Deputy Clerk will process your application and documents and forward the plans through the permit tracking system to the Town Engineer, for review and approval. If additional or revised information is needed to complete the plan review, the staff reviewer will notify ou directly. **PLEASE PROVIDE ANY ADDITIONAL INFORMATION REQUESTED AS QUICKLY AS POSSIBLE TO AVOID DELAYS IN THE REVIEW OF YOUR APPLICATION.**



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PRELIMINARY MAJOR SUBDIVISION CHECKLIST

A valid and complete major subdivision application is required. This project will be vested to the applicable ordinances in effect at the time of permit application acceptance.

- _____ Pre-Application meeting notes
- _____ Complete Application
- _____ Preliminary plat application (prepared by a registered professional engineer or land surveyor)
- _____ Written narrative requesting approval of the subdivision
- _____ Proof of Ownership: Deed, title report, sale agreement, or King County parcel viewer information showing ownership
- _____ Proof of Agency/Hold Harmless
- _____ SEPA (If applicable)

VICINITY SKETCH MAP

- _____ Scale of at least 200 feet and not more than 400 feet to the inch
- _____ Show all adjacent subdivisions, streets, tract lines of acreage parcels, names of owners of record of such parcels
- _____ Show streets in proposed subdivision and how they connect with existing streets in neighboring subdivision or unplatted property

SCALE

- _____ 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
- _____ Indicate proposed name of subdivision, the numbered designation of each lot and names of subdivider and surveyor or engineer, show date, scale and north point

CONTENTS

- _____ Proposed name of subdivision, names and addresses of all owners or parties in the interest in the subdivision
- _____ Boundary lines, accurate and to scale, tract to be subdivided in files and records of the county director of records and elections, or other appropriate county official
- _____ Existing monuments of record
- _____ Names and addresses of owners of records of property contiguous to proposed subdivision and within 300 feet of the property lines of the land covered by the proposed subdivision
- _____ Location, width of names of all existing or platted street or other public ways within or adjacent to proposed development and other permanent buildings, watercourses, municipal boundaries, township lines and section lines
- _____ Map showing contours with intervals of two feet or less referenced to either the United States Coast and Geodetic Surveyor datum, or the plane coordinate system for the state of Washington, or other datum acceptable to the town engineer
- _____ Proposed layout of street rights of way, lots, alleys and easements, proposed canals or waterways, retaining walls and bulkheads, referenced to the United States Coast and Geodetic Survey datum or the plane coordinate system for the State of Washington
- _____ Dimension and area of each lot, identified by number
- _____ Layout showing the profile and tentative grades of streets

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- _____ Zoning boundary lines, if any, indicating proposed uses of property and including front, rear, and side yard requirements of the current zoning ordinance
- _____ Parcels of land intended to be dedicated or temporarily reserved for public use or to be reserved in deeds for the common use of property owners of subdivision with purpose, condition, or limitations of such reservations
- _____ Copies of any private restrictions proposed to be included in the deeds to the proposed subdivision
- _____ **UTILITY VERIFICATIONS:** Written evidence from appropriate water and sewer utilities, from appropriate telephone and power companies that services are available
- _____ **ADJACENT TO BODIES OF WATER:** If contiguous to or abutting to body of waters show navigability, inner and other harbor lines. If the same has been determined, the following information s shall be furnished:
 - _____ Show traverse line located approximately 20 horizontal feet inland from ordinary highwater
 - _____ Show proposed wharf or dock line beyond which no structures may be erected, location and size of proposed retaining walls and bulkheads
- _____ Statement and supporting documents indicating compliance with all ordinances and statutes pertaining to development of lands along drainage ways, watercourses, water and shorelines
- _____ Fees



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PDF FILE FORMAT REQUIREMENTS

To maintain consistency, all documents submitted electronically must be in PDF file format. This document lays out the minimum requirements for a PDF file.

File size and type requirements

- Document must be in Portable Document Format (PDF)
- Individual file sizes should not exceed 200 MB
- Security settings must be unrestricted PDF/A (archival) format is not acceptable.

Drawing Requirements

- Combine all plan set pages into one PDF document
- Sets over 150 pages must be broken into volumes. Each volume requires a cover sheet with index.
- Orient all sheets so the top of the page is at the top of the screen
- All sheets must be the same size (do not combine 24" x 36" sheets with 8 ½ x 11")
- Each PDF page label must match the sheet number of the page.

PDF Bookmarking

- Plan sets must be fully bookmarked with sheet number and name, grouped by discipline.

Flatten Markups

- All components of the plans including lines, stamps and signatures must be flattened before submittal.

Supplemental Documents Requirements

- Each supplemental document must be uploaded as a separate PDF
- One PDF file per document (do not upload as a separate PDF)
- Every page must be oriented so the top of the page is at the top of the screen
- The PDF page labels must match the page number of the actual document.
- Whenever possible, export the PDF from the original source (do not scan).

Font Type and Size

- All text should be easily readable when printed. Clarity must be equivalent to or better than the theme fonts, Arial, Gill Sans or Tahoma. Font size should be minimum 10 pt.

Scanned Documents

PDF documents produced by scanning paper documents are inherently inferior to those produce from electronic sources and the document file size is greatly increased.

Paper documents should be scanned at a resolution which ensures the pages are legible on both a computer screen and when printed. Scanning should be done at a minimum of 150 dpi and a maximum of 330 dpi to balance legibility and file size. All pages must be properly labeled and orient so the top of the page is at the top of the computer screen. If your software supports OCR (Optical Character Recognition), please run it. Upside down and sideways scans will not be accepted.



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ELECTRONIC PERMIT SUBMITTAL

The Town of Hunts Point is now accepting all plans electronically to facilitate review times and reduce reprographic costs.

INITIAL SUBMITTAL

1. All documents are to be submitted electronically to permits@huntspoint-wa.gov. Your permit fee will be required before drawings can be uploaded to the permit tracking program for review.
2. All documents listed on the permit checklist will be required to be uploaded with your submittal.
3. Documents must be in PDF format and security setting must allow reviewer editing.
4. Electronic drawings must be submitted, not scans of drawings.
5. All drawing sheets must have page number and title so that reviewers can easily move through the plans.
6. Structural calculations should be broken down into subheadings, such as general, gravity, and lateral.
7. All drawings should be included in a single PDF, however, other support documents such as calculations, reports, worksheets, etc. must be included in separate PDFs.
8. As the plans are being reviewed, the reviewer will notify the applicant by email of any changes that need to be made.

RESUBMITTING

1. When resubmitting a document, the applicant needs to include the entire document, not just revised sheets.
2. The applicant must cloud all revisions.
3. All revisions the applicant makes to the documents must be permanently incorporated into the submitted documents before resubmitting.

PLANS APPROVAL

1. When all reviews are complete and approved, the Town will have your drawings and necessary support documents ready to be issued.
2. The applicant will be notified by the Deputy Clerk of the fees that need to be paid before the permit(s) can be issued.
3. After the fees have been paid, the Deputy Clerk will send the applicant the plans and supporting documents to print out and post on site until completion of the project.



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PERMIT APPLICATION

ACCEPTED _____ DATE _____ APPROVED _____ DATE _____
 APPROVED _____ DATE _____ APPROVED _____ DATE _____
 ISSUED _____ DATE _____ APPROVED _____ DATE _____

FOR STAFF USE ONLY	
Permit #	_____
Expiration	_____

PERMIT TYPE:

Building Permit Plumbing Permit Site Development Permit
 Demolition Permit Shoreline Substantial Development Permit Tree Removal Permit
 Mechanical Permit Shoreline Substantial Development Exemption Permit Other _____

Property Address _____ Zone _____

Owner Information:

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

Agent Information:

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

Architect/Designer Information:

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

Contractor Information:

Name _____ Phone _____ Email _____
 Mailing Address _____ City _____ Zip Code _____
 License _____ Expiration _____ Tax # _____
 Assessor's Parcel # _____ Property Legal _____

Description of project or use (if further space is needed, please attach explanation):

Valuation \$ _____ Square Footage _____
 Repair Addition Alteration Replacement Conversion 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.

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

SIGNATURE _____
 DATE _____
 OWNER AGENT

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

PLAN REVIEW DEPOSIT \$	_____
RECEIPT _____ BY _____	
DATE _____	
PERMIT FEE	\$ _____
INSPECTION DEPOSIT	\$ _____
HEAVY TRUCK FEE	\$ _____
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 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.

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 Code

Phone Number Email Address

TOWN OF HUNTS POINT

TO BE COMPLETED BY AGENT

Print name of Agent	Signature of Agent	Date	
Contact Address	City	State	Zip Code
Phone Number	Email Address		

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 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, officials, boards, commissions, authorized agents, representatives, and employees, and to indemnify them from any action or claim for injury, damage, settlement, proceeding, judgement, liability, loss, cost or expense, including court and appeal costs and attorneys' fees and expenses, arising from any acts, errors, or omissions, including all damages in any way arising out of, or by reason of, any construction, excavation, erection, operation, maintenance, repair or reconstruction, or any other act 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), inspections, 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.**

Print Name of Property Owner/Chief Executive	Signature of Property Owner/Chief Executive	Date	
Contact Address	City	State	Zip Code
Phone Number	Email Address		