

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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- 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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