

Short Subdivision Checklist

Short subdivision means the division of land into four or fewer lots, plots, tracts, parcels, sites, or other division 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.

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.

Submittal, Preparation and Fee:

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. The application 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;
- 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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General Requirements (1 original copy of each item is required):

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>

Certifications:

- Certificate giving 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 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;
- 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;
- Certification of a surveyor in the state and engaged in land surveying.

Vicinity sketch map – Scale:

- Show all adjacent subdivisions, streets, tract lines of acreage parcels, with the names of such parcels.

Vicinity sketch map – Adjacent property:

- Show all adjacent subdivisions, streets, tract lines of acreage parcels, with names of such parcels.

Scale:

- The horizontal scale of the short plat shall be 30 feet or less to the inch and the vertical scale of any streets and 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 the north arrow, and shall show the names of the subdivider and surveyor or engineer;



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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 sizes 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 reference 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 catch basins, culvers, 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 have 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:

- Adjacent to bodies of water 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.



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Survey or monumentation not required:

Notwithstanding any other provision of this title to the contrary, no survey nor monumentation shall be mandatory in the case of short subdivisions.

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 (HPMC Title 18), to the design standards and 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 RTCW 58.17.110(1).

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 school grounds 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 for 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.



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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.



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