

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.



Town Hall, 3000 Hunts Point Road, Hunts Point, WA 98004-1121. Phone 425.455.1834.
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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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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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