



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.**

SHORT SUBDIVISION APPLICATION INSTRUCTIONS

Welcome to the Hunts Point shore subdivision application process. A short subdivision means the division of land into four or fewer lots, plot, 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,

A PRE-APPLICATION MEETING IS REQUIRED FOR SHORT SUBDIVISIONS before preparation of the short plat, the subdivider or the subdivider's engineer or land surveyor shall consult with the Deputy Clerk to schedule the meeting for the purpose of ascertaining the requirements.

[Fee Schedule - Hunts Point, WA \(huntspoint-wa.gov\)](https://www.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 all reviewers including the Building Official, Town Planner/Engineer, Town Arborist. 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. READ THE TOWN OF HUNTS POINT 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.
- 3. REVIEW WHICH DOCUMENTS YOU WILL NEED.** The Town issues building, demolition, mechanical, plumbing, shoreline substantial development and exemptions, site development, tree removal, and right-of-way use permits. Bellevue City Hall issues fire sprinkler permits. The Washington State Department of Labor and Industries issues electrical permits.
- 4. DETERMINE WHICH OF THE FOLLOWING DOCUMENTS MUST BE SUBMITTED** for your project. 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 short subdivision. Please complete the forms by providing the information requested, answering all questions accurately and signing the application.
 - B. PROOF OF OWNERSHIP:** Deed, title report, sale agreement or King County parcel viewer information showing ownership.
 - C. PROPOSED PROJECT:** A clear and concise narrative of the description of the short subdivision.

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- D. 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
- E. SUBMIT SEPA (State Environmental Policy Act) Application.** Download the form from: [SEPA checklist guidance - Washington State Department of Ecology](#). If SEPA is required there is a thirty (30) day notification period.
- F. CERTIFICATE** giving the correct description of the lands divided as they appear on the short plat
- G. IF SUBJECT TO A DEDICATION**, the certificate or a written instrument shall contain the dedication of all streets and other areas to the public in conformance to RCW 58.17.165.
- H. 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 ten (10) days prior to the submittal date.
- I. SUBMIT A VICINITY MAP** showing adjacent subdivision, streets, tract lines of acreage parcels, with the names of such parcels.
- J. SCALE OF PROPOSAL:**
- The horizontal scale of the short plat shall be thirty (30) feet or less to the inch and the vertical scale of any streets and sewer profiles shall be ten (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, the north arrow, and the name of the subdivider, and surveyor or engineer.
- K. ADDITIONAL INFORMATION:** (Information 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 owner(s) of record or property contiguous to the proposed short subdivision and within three hundred (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, size and grades of all existing sewers, water mains, culverts, electrical and 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, culverts, 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 subdivision shall include copies of any private restrictions proposed to be included in the deeds of the proposed short subdivision.

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- L. ADJACENT TO BODIES OF WATER:** For approval of a proposed short subdivision a statement and supporting documents may be required by the town engineer, indicating compliance with all other relevant ordinances and statues.
- M. ADDITIONAL APPLICATION FORMS:** You must submit a separate application form for all permits needed, including building, demolition, tree removal, mechanical, plumbing, shoreline substantial development or exemption, site development, right of way, etc.
- 5. 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.
- 6.** 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 you directly. **PLEASE PROVIDE ANY ADDITIONAL INFORMATION REQUESTED AS QUICKLY AS POSSIBLE TO AVOID DELAYS IN THE REVIEW OF YOUR APPLICATION.**
- 7. REVIEW:** The Town Engineer will review the proposed short subdivision and any associated dedication to determine whether it conforms to the Town Comprehensive Plan, the zoning code (Title 18 of the Hunts Point Municipal Code, to the design standards and other requirements and associated 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 determination pursuant to RCW 58.17.110(1).
- 8. APPROVAL:** The proposed short subdivision shall comply with the approval requirements in the Hunts Point Municipal Code, Title 17.25.100
- The Comprehensive Plan
 - The Zoning Ordinance applicable to the zone (HPMC Title 18)
 - Design standards and other requirements of this title
 - Appropriate provisions made for the public health, safety, and general welfare (HPMC Title 17.25.100)
 - **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 thirty (30) days from the date of application, unless waived by the applicant, but in no event more than one hundred twenty (120) days from the date of application.
- 9. FILING:** The original of the approved short plat shall be filed in the office of the King County recorder's office by the subdivider. **(Refer to the King County Recorder's office for filing directions)**
- A copy shall 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.

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- 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.



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SHORT SUBDIVISION CHECKLIST

A valid and complete short 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
- _____ Application for shorts subdivision
- _____ Proof of Ownership: Deed, title report, sale agreement, or King County parcel viewer information showing ownership
- _____ Proof of Agency/Hold Harmless
- _____ Clear and concise narrative of project
- _____ Sewer and water availability from City of Bellevue
- _____ SEPA (State Environmental Policy Act (if applicable))
- _____ Certificate of plat with full and correct description of lands divided as it appears on short plat
- _____ Dedication of certificate of plat of all streets and other areas to the public (if applicable)
- _____ Certificate of plat from a reputable title insurance company with legal description, showing title and interest of all parties in the subdivision
- _____ Vicinity map showing all adjacent subdivisions, streets, tract lines of acreage parcels with names of parcels
- _____ Horizontal scale of proposal and vertical scale of any streets and sewer profiles
- _____ Map indicating proposed name of short subdivision, numbered designation of each lot, north arrow and name of subdivider and surveyor or engineer
- _____ Map showing existing monuments of record and location of all permanent control monuments
- _____ Map showing names and addresses of owners(s) of record or property contiguous to proposed project
- _____ Boundary lines drawn to scale
- _____ Location, width, and names of all existing or platted street or other public ways
- _____ Map showing the location pipe, size, and grades of existing sewer, water mains, culverts, and all utilities
- _____ Map showing layout of proposed utility mains, lot lines and areas, alley and easement lines
- _____ Layout prepared showing location and approximate sizes of proposed catch basins, culverts, and other drainage structures, retaining wall and bulkheads
- _____ Drawings showing plans and profiles, grades and size of proposed sanitary sewers, power, telephone, water and other utility services
- _____ Include copies of any private restrictions proposed (if applicable)
- _____ Fee



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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		