

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

The intake checklist identifies minimum application elements necessary for the town to accept the application. Should any of the following minimum items not be provided, the application may not be accepted at the counter.

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.

Check each box under the applicant heading on this checklist to confirm items that are included in your submittal.

Application preparation

The proposed short subdivision and five 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.

General Requirements (1 original copy of each item is required): If an item is not applicable, attach explanation.

Applicant

- 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, FAX 425.454.4586. Permit intake and issuance hours are Tuesday and Thursday, 8am-12pm and 1pm-5pm. Building Services Department 425.455.1834.

Certifications

The application for approval of a short subdivision shall include a certificate giving a 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 the short plat is 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.

- In addition to the foregoing, 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.

Scale

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

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 size, 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 referenced 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 catchbasins, 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 plat shall be 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

An application 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.

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 Ordinance (Title 18), to the design standards and other requirements of the title, and to all 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 RCW 58.17.110.(10

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 schoolgrounds 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 f 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.

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.