

### **Planning Services**

Location: 400 W. Gowe • Mail to: 220 4th Avenue South • Kent, WA 98032-5895

Permit Center (253) 856-5302 FAX: (253) 856-6412

www.ci.kent.wa.us/permitcenter

# **Plat Alteration Application**

Application Fee and Public Notice Board Fee...
See Fee Schedule

Please print in	black ink only.			
☐ Minor Alteration	Application #:	KIVA #:		
Major Alteration	OF	FICE USE ONLY OFFICE USE ON	LY	
Plat Name:				
☐ Type I Short Su	bdivision	ort Subdivision		
Status of Plat in P	<u> </u>	minary plat approval but prior to final plat approv plat approval but prior to recording of plat recorded	al	
Alteration Reques	sted:			
		Zone:		
King County Parcel Number(s):		Acres:		
1/4 Section	Section	Township N Range	E	
Applicant: (mandat	tory)			
Name: Daytime Ph		Daytime Phone:		
Mailing Address:		Fax Number:		
City/State/Zip:		Signature:		
Professional License No:		Contact Person:		
Property Owner: (property owner)	mandatory if different from appl	icant; attach additional info/signature sheets if more the	han one	
Name:		Daytime Phone:		
Mailing Address:		Fax Number:		
City/State/Zip:		Signature:		
Licensed Land Su	ırveyor:			
Name:		Daytime Phone:		
Mailing Address: _		Fax Number:		
City/State/Zip:		License No.:		
and under penalty of	perjury, each state that we are	bove information is true and correct to the best of our all of the legal owners of the property described above respect to this application:		
Agent/Consultant	/Attorney: (mandatory if prima	ary contact is different from applicant)		
Name:		Daytime Phone:		
Mailing Address:		Fax Number:		
City/State/Zip:		License No.:		
• • • • • • •	• • • • • • • • •	• • • • • • • • • • • • • • • • • •		
OFFICE USE ONL	<u>Y:</u>			
Date Application Received:		Received by:		
Date Application Complete:		Completeness Review by:		

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### Plat Alteration Submittal Requirements Checklist

# THE APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION WHEN SUBMITTING A PLAT ALTERATION APPLICATION:

- A. Nine (9) copies of a statement summarizing all changes or modifications requested including impacts on any sensitive areas affected by the proposed plat alteration.
   B. The completed original application making sure that signatures have been obtained for all persons and/or corporations having ownership interest in the property for which an plat alteration is requested.
   C. One (1) copy of the letter from the Kent Planning Services stating the determination of status of the proposed alteration as a minor or major plat alteration and whether a SEPA modification is required.
   D. A current title report (within 30 days of the
- D. A current title report (within 30 days of the application date) identifying all ownership interests in and providing complete legal descriptions of all property involved in the proposed plat alteration.
- E. Nine (9) copies of the approved preliminary or final subdivision plat, as appropriate for the application. All large maps must be folded to fit into an 8½ × 14-inch envelope with the application name of the plan showing.

### The following information must be provided:

- Vicinity map clearly showing the location of the project with respect to public streets and other parcels and development
- 2. Subdivision name and number
- Name and address of subdivision engineer
- 4. Date of plat preparation
- 5. True north point and engineering scale (decimal)

- 6. King County tax identification number
- 7. Approved platted property lines shown as lighter-colored dashed lines and original street areas shown as lightly shaded
- 8. Proposed new property lines and street re-visions shown as darker heavier solid lines
- 9. Dimensions of each altered lot or tract
- 10. Total area of each altered lot or tract (square footage)
- 11. Lot numbers
- 12. Location of any proposed changes to existing and proposed public and private roads, driveway accesses for lots abutting an access tract or lots without public street frontage, alleys, tracts and road right-of-ways, railroads, bridges and easements (access, utility, stormwater, etc.) on the site or adjoining lands to a distance of one hundred (100) feet from the edge of the subject property. Include dimensions and road names, including curbs and gutters, sidewalks and/or edges of pavement, and driveway locations for lots abutting an access tract or lots without public street frontage.
- 13. All existing structures with ground floor square footage of each building
- 14. Distances of structures from approved and proposed new lot lines within or abutting the short subdivision
- 15. If applicable, changes to water and sewer lines or placement of other utilities
- 16. Water features, including but not limited to, lakes, ponds, saltwater, year-round or seasonal streams, creeks, gully or natural drainage way, drainage ditches, etc.
- 17. The surveyed edges of delineated wetlands and wetland buffers. See Development Assistance Brochure #9, Wetland Delineation Reports, for additional information
- 18. Critical areas such as hazard area slopes and endangered wildlife habitat
- 19. Names, locations and dimensions of proposed parks, open spaces, tracts

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Ŭ F.	If a wetland or other sensitive area is affected by the proposed plat alteration, submit four (4) copies of a revised wetland report or any other related supplemental reports, as appropriate, discussing the impacts of the proposed changes.
<b>□</b> G.	If roads or utilities are affected by the proposed plat alteration, submit six (6) copies of revised engineering plans illustrating the proposed changes.
□ н.	If the subdivision is subject to restrictive covenants which were filed at the time of the approval of the subdivision, and the application for alteration would result in the violation of a covenant, submit one (1) copy of an agreement signed by all parties subject to the covenants providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the alteration of the subdivision or portion thereof.
<b>□</b> 1.	If SEPA modification is required, submit one (1) copy of the SEPA modification application to be submitted prior to or concurrently with the plat alteration application.
<b>□</b> J.	One (1) copy of the proposed subdivision plat (Section E above) at a reduced size of $8\frac{1}{2} \times 11$ -inch sheets.

All above items and any other material that may be required by the city must be submitted at the time of application in order for the application to be accepted as complete.

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### **Plat Alteration Application Instructions**

A plat alteration or "modification" is the process by which a plat can be changed or revised even after the plat has received its initial or final approval from the city. The Kent Subdivision Code recognizes that plat revisions may be desired at various stages in the platting process. In addition, the changes requested may be considered to be a minor or major alteration to the plat. Therefore the city has adopted several different approval processes to address each type of revision at each phase in the platting process. Based on the scope and location of the proposed plat alterations, the SEPA decision document may also require modification.

#### I. Plat Alteration Application Process

#### A. Preliminary Consultation with Staff.

It is highly recommended that any applicant or property owner who wishes to alter an approved plat consult with Planning Services at an early date on an informal basis in order to become familiar with the requirements of this process. Public Works, Fire Prevention and Building and Development Services should also be consulted for advice and assistance at this time.

### B. Determination of Minor or Major Alteration of Plat

Prior to submission of a plat alteration application, the applicant must obtain a written determination of alteration status as a minor or major plat alteration. The Planning Manager shall determine whether a requested alteration constitutes a minor or major alteration to the approved plat. The applicant should provide clear and detailed information regarding the proposed alteration in a letter, and a copy of the plat illustrating the changes, to the Planning Manager requesting a determination of plat

alteration status. Based on the information provided, the city shall provide a written determination of the status of the plat alteration application and whether a modification to the SEPA decision document is required in conjunction with the plat alteration application. A copy of the city's written response must be provided with the plat alteration application in order for the application to be considered to be complete.

#### C. Application Form

Provide clear and detailed information for all the required criteria and information as stated in the application form. Return the completed forms and supporting materials with the required number of copies and the appropriate fees to Planning Services. If a SEPA modification is required, the SEPA modification application must be submitted prior to or concurrently with the plat alteration application.

The application shall contain the signatures of all persons having an ownership interest in the lots, tracts, parcels, sites or divisions within the subdivision, or in that portion of the subdivision, to be altered.

If the subdivision is subject to restrictive covenants which were filed at the time of the approval of the subdivision, and the application for alteration would result in the violation of a covenant, the application shall contain an agreement signed by all parties subject to the covenants providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the alteration of the subdivision or portion thereof.

All items requested on the application and any other material that may be required by

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Planning Services must be submitted at the time of application in order for the application to be accepted.

#### D. Completeness Review

Within twenty-eight (28) calendar days after receiving a plat alteration application that requires a public meeting or hearing, Planning Services shall mail or personally provide to the applicant a written determination of completeness which identifies, to the extent known by the city, other agencies with jurisdiction over the application and states either that the application is complete or incomplete and, if incomplete, what information is necessary to make the application complete.

A determination of completeness shall be made when an application is considered to be sufficient for continued processing even though additional information may be required or project modifications may be undertaken subsequently. A determination of completeness does not preclude the city from requesting additional information or studies either at the time of notice of completeness or at some later time, if new information is required or where there are substantial changes in the proposal.

When the project permit application is determined to be complete, Planning Services shall accept it and note the date of acceptance.

If the city does not provide a written determination to the applicant that the application is incomplete, the application shall be deemed complete at the end of the 28-day completeness review period. The time period for review of the plat alteration application begins following the determination of a complete application.

Applications for minor plat alterations to short subdivisions or subdivisions, which have preliminary plat approval, are subject to an administrative decision-making process and are not subject to the 28-day completeness review process. Completeness review for these applications will be conducted at the application intake counter.

#### E. Submission of Additional Information for an Incomplete Application

If the applicant receives a written determination from the city that an application is not complete, the applicant shall have up to ninety (90) calendar days to submit the necessary information to the city.

If the applicant either refuses in writing to submit additional information or does not submit the required information within the ninety (90) calendar day period, the application shall lapse because of a lack of information necessary to complete the review.

Within fourteen (14) calendar days after an applicant has submitted the requested additional information, the city shall again make the completeness determination as described above, and shall notify the applicant in the same manner.

#### F. Fees

See Fee Schedule for application and public notice board fees. Make checks payable to the City of Kent.

# II. Plat Alteration Review and Decision Process

#### A. Plat Alteration Procedures: Administrative Decision

- A notice of application is not required for minor plat alteration applications that are subject to administrative review and approval.
- Public notice is not required for minor plat alteration applications that are subject to administrative review and approval.
- 3. The city shall determine the public use and interest in the proposed alteration and may deny or approve the application for alteration.
- The decision on a minor plat alteration application shall be made by the Planning Manager and the Public Works Director.
- The applicant shall be notified in writing of the decision and shall be provided with a copy of the city's findings addressing their reasons for approval or denial, and any applicable conditions of approval.

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- 6. If any land within the alteration is part of an assessment district, any outstanding assessments shall be equitably divided and levied against the remaining lots, parcels, or tracts, or be levied equitably on the lots resulting from the alteration. If any land within the alteration contains a dedication to the general use of persons residing within the subdivision, such land may be altered and divided equitably between adjacent properties.
- 7. After approval of the alteration, the applicant shall produce a revised drawing of the approved alteration of the subdivision. The final plat shall accurately reflect the approved alteration and shall be filed with the county auditor to become the lawful plat of the property, after completing the final plat approval process and obtaining all required signatures.

#### B. Plat Alteration Procedures: Hearing or Meeting Required

#### 1. Decision-making Process

#### a. Prior to Final Plat Approval

- A major alteration to a short subdivision plat requires approval of the Short Subdivision Committee.
- A major alteration to a subdivision plat requires approval of the Hearing Examiner.

#### b. After Final Plat Approval

- An alteration to a short subdivision plat requires approval of the Short Subdivision Committee.
- An alteration to a subdivision plat requires approval of the City Council.

#### c. After Recording of Plat

- A minor alteration to a short subdivision requires approval by the Short Subdivision Committee.
- A minor alteration to a subdivision plat requires approval of the City Council.
- A major alteration to a short subdivision or a subdivision plat will require replatting of the property in

accordance with the City of Kent Subdivision Code.

The Planning Manager has the authority to determine whether the proposed alteration constitutes a minor or major alteration.

### 2. Scheduling a Public Meeting or Hearing

An application will be scheduled for a Short Subdivision Committee meeting, a hearing by the Hearing Examiner or for a City Council meeting, as appropriate, after the plat alteration application has been determined to be complete.

### 3. Notice of Application and Public Meeting or Hearing

A combined notice of application and notice of public meeting/hearing shall be issued for all plat alteration applications requiring a public meeting or hearing, unless a revised SEPA determination is required. The notice of application shall also function as a notice of public meeting or hearing; the meeting or hearing date will be listed on the notice of application and no separate public notice will be issued except for those applications requiring a revised SEPA determination. The notice of application shall be issued within fourteen (14) calendar days after the city has made a determination of completeness and at least fifteen (15) calendar days prior to the meeting or hearing date.

Planning Services staff will post the notice of application on the public notice board on the property and will also post the notice of application at Kent City Hall and in the register for public review at Planning Services.

The city will mail or provide a notice of application for review and comment to all agencies with jurisdiction, to city departments, and to any person who requests such notice in writing.

The city will publish the notice of application in a newspaper of general circulation within the city for alterations to short subdivisions and for alterations to

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subdivisions, publish in both a newspaper of general circulation in the city and one of general circulation within the county.

The notice shall be mailed to the applicant and all owners of real property as shown by the records of the county assessor's office within two hundred (200) feet of any portion of the boundary of the proposed subdivision for short subdivisions and if the property being subdivided abuts parcels greater than two (2) acres which have other properties abutting them, these additional properties shall also be mailed a notice of application.

For subdivisions, the notification distance is three hundred (300) feet from any portion of the boundary of the proposed subdivision and if the property owner(s) owns another parcel or parcels which lie adjacent to the property being subdivided, notice shall be mailed to all property owners within three hundred (300) feet of such adjacent parcels.

#### 4. Comment

The public, city departments and affected agencies shall have fourteen (14) calendar days to comment on a notice of application. The agency or department is presumed to have no comments if comments are not received within the specified time period. The Planning Manager may grant an extension of time only if the application involves unusual circumstances. Any extension shall only be for a maximum of three (3) additional calendar days.

The 14-day public comment period begins the day the notice of application is mailed/posted/published. Planning Services must receive all public comments by 4:30 p.m. on the last day of the comment period. Comments may be mailed, personally delivered or sent by facsimile. Comments should be as specific as possible. The city shall not take action on a plat alteration application until after the comment period has passed.

#### 5. Public Notice Board(s)

The applicant is required to place one or more public notice boards on the property. More than one public notice board is required if the property to be divided is located adjacent to more than one public street or has more than one potential access route, in which case, one public notice board is required for each adjacent street and/or each access route. The public notice board must be placed on the property as directed by Planning Services determination of completeness.

#### 6. Staff Report

Planning Services shall prepare a report summarizing the factors involved and the staff findings and recommendations. The report shall be mailed to the applicant at least seven (7) calendar days prior to the scheduled meeting or public hearing and made available for use by any interested party for the cost of reproduction.

#### 7. Decision on Plat Alteration

The city shall determine the public use and interest in the proposed alteration and may deny or approve the application for alteration.

The decision of the city regarding the proposed plat alteration shall be made at the conclusion of the meeting or hearing. An additional meeting may be called by the city if no decision is reached at the first meeting. After the meeting, the applicant shall be notified in writing of the decision and shall be provided with a copy of the city's findings addressing their reasons for approval or denial, and any conditions of approval.

If any land within the alteration is part of an assessment district, any outstanding assessments shall be equitably divided and levied against the remaining lots, parcels, or tracts, or be levied equitably on the lots resulting from the alteration. If any land within the alteration contains a dedication to the general use of persons residing within the subdivision, such land may be altered and divided equitably between adjacent properties.

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#### 8. Revised Plat Drawing

After approval of the alteration, the applicant shall produce a revised drawing of the approved alteration of the subdivision. The final plat shall accurately reflect the approved alteration and shall be filed with the county auditor to become the lawful plat of the property, after completing the final plat approval process and obtaining all required signatures.

#### **III. Due Process Considerations**

#### A. Notice of Right to Appeal

An administrative decision of the Planning Manager may be appealed to the Hearing Examiner, pursuant to the applicable sections of the Kent City Code. The initial decision on a plat alteration made by the Hearing Examiner may be appealed to the City Council, pursuant to the applicable sections of the Kent City Code. A decision of the City Council can be appealed to King County Superior Court. The notice of decision for a plat alteration application shall provide notice of the right to appeal the city's decision, the deadline for appeal and the applicable sections of the city code.

#### **B.** Further Appeals

Final action of the city is appealable only to the superior court and such appeal must be filed with the superior court within twentyone (21) calendar days from the date the final decision of the city was issued.

THESE INSTRUCTIONS PROVIDE
GENERAL INFORMATION ONLY AND DO
NOT REFLECT THE COMPLETE TEXT OF
THE PERMIT PROCESS REVIEW. SEE THE
KENT CITY CODE FOR COMPLETE TEXT AND
REQUIREMENTS.

Any person requiring a disability accommodation should contact the city in advance for more information. For TDD relay service for Braille, call 1-800-833-6385, For TDD relay service for the hearing impaired, call 1-800-833-6388, or call the City of Kent at (253) 856-5725.

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