



Type I Preliminary Short Subdivision (2-4 lots) Application

Please print in black ink only.

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

Application #: OFFICE USE ONLY KIVA #: OFFICE USE ONLY

Plat Name:

Number of Lots Proposed: Minimum Lot Size Proposed:

Address/Location: Zone:

King County Parcel Number(s): Acres:

1/4 Section Section Township N Range E

Applicant: (mandatory)

Name: Daytime Phone:

Mailing Address: Fax Number:

City/State/Zip: Signature:

Professional License No: Contact Person:

Property Owner 1: (mandatory if different from applicant; attach additional info/signature sheets if more than one property owner)

Name: Daytime Phone:

Mailing Address: Fax Number:

City/State/Zip: Signature:

Licensed Land Surveyor:

Name: Daytime Phone:

Mailing Address: Fax Number:

City/State/Zip: License No.:

The above signed property owners, certify that the above information is true and correct to the best of our knowledge and under penalty of perjury, each state that we are all of the legal owners of the property described above and designate the following party to act as our agent with respect to this application:

Agent/Consultant/Attorney: (mandatory if primary contact is different from applicant)

Name: Daytime Phone:

Mailing Address: Fax Number:

City/State/Zip: License No.:

OFFICE USE ONLY:

Date Application Received: Received by:

Date Application Complete: Completeness Review by:

Type I (2-4 lots) Short Subdivision Application Submittal Requirements Checklist

THE APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION WHEN SUBMITTING A TYPE I SHORT SUBDIVISION APPLICATION:

- A. The completed original application making sure that all of the required signatures have been obtained.
- B. Eight (8) copies of a preliminary short plat, measuring between 18 x 24 inches in size and drawn to an engineering scale, is required for the short subdivision review process. **The preliminary short plat shall be prepared by a land surveyor licensed in the state of Washington.** All large maps must be folded to fit into an 8.5 x 14-inch envelope with the application name of the plan showing.

The following information must be provided:

1. Vicinity map clearly showing the location of the project with respect to public streets and other parcels and development
2. Subdivision name and date of preparation of plat
3. Name and address of the property owner
4. Licensed Land Surveyor stamp, signed and dated or "preliminary" written across stamp.
5. Name and address of the subdivision engineer
6. Existing and proposed platted property lines and section lines
7. North arrow and engineering scale (1"=20'; **not** 1/8"=1" architectural scale)
8. King County tax identification number
9. Total area to be subdivided
10. Approximate square footage and approximate percent of total area in open space
11. Dimensions of each lot and tract
12. Total area of each lot and tract (square footage)
13. Lot numbers
14. Location of all existing and proposed public and private roads, driveway accesses, 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** and all existing roads or driveways within **three hundred (300) feet of the subject property on both sides of all streets, in both directions along public street frontages.**

Include:

- Road names and dimensions, curbs and gutters or edge of pavement
 - Sidewalks, pathways including how students and other pedestrians will walk to school and transit stops via sidewalks or other planning features that assure safe walking conditions.
 - Illustrate how access and utilities will be provided to all lots.
15. Vehicle Maneuvering Diagrams for all multi-family, commercial and industrial plats (See DEVELOPMENT ASSISTANCE BROCHURE #6-4, Vehicle Maneuvering Diagrams, for additional information)
 16. All major manmade or natural features
 17. All existing structures with ground floor square footage of each building
 18. Distances of all existing structures from any existing and proposed lot lines within or abutting the short subdivision within a distance of 100 feet
 19. Location of fire hydrants closest to the site
 20. Fire access road/drive within 150 feet of all portions of the exterior first floor of all structures. If not providing a circuitous fire access around each building, provide fire turn-around(s) with an unobstructed 45-foot radius.
 21. Adjacent uses (undeveloped, single family, commercial, etc.)
 22. Location of water and sewer mains closest to the site and show how all lots will be served by water and sewer, including the names of water and sewer providers
 23. Water features, including but not limited to, lakes, ponds, year-round or seasonal streams, creeks, gully or natural drainage way, drainage ditches, etc.

24. The surveyed edges of delineated wetlands and wetland buffers. See Development Assistance Brochure #9, Wetland Delineation Reports, for additional information
25. Critical areas such as hazard area slopes or endangered wildlife habitat
26. Contours and/or elevations, at a minimum of five-foot intervals. Contour lines shall extend at least one hundred (100) feet beyond the boundaries of the proposed plat.
27. Names, locations and dimensions of proposed parks, open spaces, tracts and reservations, including Sensitive Area Tracts for Wetlands, Hazard Area Slopes, Native Growth Protection and Creeks.
28. Statement of soil type, drainage conditions, existing land cover, wildlife present and any other environmental factors applicable to the site
29. The complete legal descriptions of all parcels involved with the proposed subdivision.
30. Show conceptual building footprints for each lot, demonstrating that at least 50 percent of the lots will support a diminished garage design. Two separate diminished garage styles are required. Specify the access point and front facade orientation for each home, showing the required 20' x 20' parking pad for each home. Front facades shall be oriented towards the highest classification street providing access to the home.
31. Conceptual footprints must demonstrate that 50 percent of the lots provide a combined side yard setback of 16 feet, with a minimum setback on one side of 5 feet. The remaining 50 percent of the lots may have a minimum 5-foot side yard setback, provided that second floor rescue windows or an automatic fire sprinkler system is provided.
32. Show location of 10-foot landscape tract along all roads which do not provide direct vehicular access to the proposed lots.
33. Show location of 10-foot landscape area around the perimeter of the storm pond outside of any required fencing.

- C. One (1) copy of a tree plan to include the following:
1. A tree inventory containing the size in diameter at breast height (DBH) and common genus name of trees proposed for retention.
 2. A formalized finding by a licensed arborist stating that all trees proposed for retention are healthy and growing in a condition and manner that is compatible with the proposed development.
 3. A site plan drawn to a verifiable engineering scale depicting:
 - The Accurate location of trees proposed for retention in relationship to proposed building envelopes, streets, parking areas, storm drainage facilities, and utilities.
 - Limits of disturbance (LOD) around retained trees, as recommended by a licensed arborist to ensure the health of the trees during and after construction.
 - Location of proposed supplemental trees (for meeting the tree density credit requirements of KCC 15.08.240).

- D. One (1) copy of signed Certificates of Water and Sewer Availability, if served by other than City of Kent Water and Sewer. **Please verify service district area with Public Works prior to submitting an application.**

- E. For two lot short plats or short plats that create 10,000 square feet or less of new impervious surface (assume 4,000 square feet impervious area per lot, see figure 1.1.2.A in the 2002 City of Kent Surface Water Design Manual), address submittal requirements for "Small Site" developments listed in section C.5 in Appendix C of the 1998 King County Water Design Manual. This document is available online at www.dnr.metrokc.gov. Typical submittal items include:
1. A site improvement plan
 2. An erosion and sediment control plan
 3. A written drainage assessment.

- F. All other Short Plats shall submit two (2) copies of the full Technical Information Report (TIR) stamped and dated by a licensed civil engineer registered in the state of Washington. The following sections shall be included in the TIR. Please see section 2.3 in the 2002 City of Kent Surface Water Design Manual for further detail.

1. Project Overview
2. Conditions and Requirements Summary
3. Offsite Analysis
4. Flow Control and Water Quality Facility Analysis and Design
5. Conveyance System Analysis and Design
6. Special Reports and Studies
7. Other Permits
8. ESC Analysis and Design
9. Bond Quantities, Facility Summaries, and Declaration of Covenant
10. Operations and Maintenance Manual

- G. One (1) copy of a simplified development plan at a reduced size of 8½" x 11" sheet. This simplified map should **only** include the following information:

1. Name of project
2. Applicant contact information: name, address, phone number of contact
3. Existing and proposed property lines
4. North arrow
5. King County tax identification number
6. Existing and proposed buildings
7. Lot numbers
8. Existing and proposed public and private roads, clearly labeled and legible
9. Sensitive areas such as wetlands, slopes, or endangered wildlife habitat
10. Major manmade or natural features: drain fields, bus stops, etc.
11. Public and private easements

All above items and any other material that was previously identified by the city (i.e. at the pre-application meeting) must be submitted at the time of application in order for the application to be accepted as complete.

Note: As part of the building permit review process for each new home, residential design review will be required per the standards contained in Kent City Code Section 15.09.045.C.



Type I Short Subdivision Plat (2-4 lots) Application Instructions

A short subdivision, often commonly called a “short plat”, is the process by which land can be divided into nine or fewer lots, tracts, parcels, sites, or divisions for the purpose of sale, lease or transfer of ownership. The Kent Subdivision Code recognizes two different categories of short subdivisions: short plats of 2 to 4 lots (Type I) and short plats of 5 to 9 lots (Type II). Generally, Type I short subdivisions have reduced design and construction standards while Type II short subdivisions require full compliance with city subdivision platting requirements. This application form relates to Type I short subdivisions.

I. Preliminary Short Plat Application Process

A. 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 the Permit Center.

All items requested on the application 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.

An environmental checklist may be required in conjunction with this application if the site contains a critical area or is part of a previous subdivision that was not reviewed under SEPA.

If the property is located in a floodplain on the valley floor, the applicant must apply to Kent Public Works for a Washington State Flood Control Zone Permit. Approval of this permit will be required prior to submittal of the short plat application. Call Public Works at Phone: (253) 856-5500, for additional information.

B. Completeness Review

Within twenty-eight (28) calendar days after receiving the short subdivision application, 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. The city’s 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 short subdivision application begins following the determination of a complete application.

C. 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.

D. Scheduling a Short Subdivision Committee Meeting

An application will be scheduled for a Short Subdivision Committee meeting after the application has been determined to be complete.

E. Notice of Application

A notice of application shall be issued for short subdivision applications within fourteen (14) calendar days after the city has made a determination of completeness and at least fifteen (15) calendar days prior to the Short Subdivision Committee meeting date. One notice of application will be done for all permit applications related to the same project at the time of the earliest complete project permit application.

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 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.

Notice of public hearing is not required because no public hearing is held. However, notice of the set meeting date is listed on the notice of application, which 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. In addition, if the property to be short 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.

F. Comment

City departments, affected agencies and the public 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 be for no longer than a maximum of three (3) additional calendar days.

The 14-day public comment period begins on the date 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 Short Subdivision Committee

shall not take action on a short subdivision application until after the comment period has passed.

G. Public Notice

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 and no later than 14 days after a determination of completeness. The applicant must remove the public notice board(s) from the property within seven (7) days after the conclusion of the public meeting(s). Posting information is available at the Kent Permit Center counter (253-856-5302).

H. Application Modifications

Minor changes in the application must be submitted no later than two working weeks prior to the scheduled Short Subdivision Committee meeting. Major changes in the application may require a new application submittal.

I. Fees

There is a nonrefundable application fee for a Type I Short Subdivision and public notice board. See Fee Schedule for application fees. Make checks payable to the City of Kent.

For Public Notice board fees, see fee schedule.

II. Short Subdivision Review and Decision Process

A. 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 Short Subdivision Committee meeting and made available for use by any interested party for the cost of reproduction.

B. Short Subdivision Committee Meeting

The Short Subdivision Committee will hold a meeting to consider an application for a short subdivision within forty (40) days of a determination of a complete application. The applicant or a representative shall be present at this meeting. The meeting is open to the public.

C. Decision on Short Subdivisions

The decision of the Short Subdivision Committee shall be made at the Short Subdivision Committee meeting. An additional meeting may be called if no decision is reached at the first meeting. The second meeting shall be set for the next

scheduled committee meeting date or a date mutually agreed upon by the applicant and the committee. The Short Subdivision Committee may approve, with modifications, and/or conditions, or deny the application. After the meeting, the applicant shall be notified in writing of the decision and shall be provided with a copy of the committee's findings addressing their reasons for approval or denial, and any conditions of approval. If modifications are deemed necessary, they may be added to the original short plat, if feasible or a new short plat may be required by the committee.

An applicant may request that an application, on which the Short Subdivision Committee has taken affirmative action, be reopened by the committee if it is determined by the Planning Manager and the applicant that new information has come to light that might affect the action taken by the Short Subdivision Committee.

D. Deeds and Easements

The Short Subdivision Committee may require that deeds and easements be provided for a short subdivision. If a deed and an easement is required as part of the conditions of approval of a short subdivision, the deed and easement shall be presented to the city prior to recordation of the short plat. Deeds and easements shall be supported by a current title report (no older than one week from date of submission).

E. Permit Expiration

If the final short plat is not filed within one (1) year of the date of city approval, the short subdivision shall be null and void. Upon written request of the subdivider, the Planning Manager may grant one (1) extension of not more than one (1) year. Such request must be received by Planning Services prior to the one-year expiration date.

III. Due Process Considerations

A. Notice of Right to Appeal

The decision of the Short Subdivision Committee is final unless appealed to the Hearing Examiner pursuant to Section 12.04.190 of the Kent City Code. Any party of record may file a written appeal to the Hearing Examiner within fourteen (14) calendar days after issuance of the Short Subdivision Committee's decision. The appeal shall be an open record appeal and shall be processed pursuant to Chapter 2.32 KCC.

B. Further Appeals

The decision of the Hearing Examiner shall represent final action of the city and is appealable only to King County superior court. Such appeal must be filed with the superior court within twenty-one (21) calendar days from the date the decision was issued.

C. Limitations on Further Subdivision

Any land subdivided under the requirements of the short subdivision regulations shall not be further divided for a period of five (5) years without following the procedures for a long subdivision pursuant to Kent City Code Section 12.04.600 et. seq., except that a property owner who filed a Type I Short Subdivision for less than four (4) lots shall not be prevented during the five-year period from filing a plat alteration to create no more than a total of four (4) lots within the original plat boundaries.

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.

