



Planning Services
Location: 400 W. Gove • Kent, WA 98032-5895
Permit Center 253-856-5300
KentWA.gov/permitcenter

Long Subdivision (10 or more lots)
Preliminary Plat Application

Please print in black ink only.

Public Notice Board Fee and
Application 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: Email:

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: Email:

City/State/Zip: Signature:

Licensed Land Surveyor:

Name: Daytime Phone:

Mailing Address: Email:

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: Email:

City/State/Zip: License No.:

Email Address:

OFFICE USE ONLY:

Date Application Received: Received by:

Date Application Complete: Completeness Review by:

Preliminary Long Subdivision Submittal Requirements Checklist

THE APPLICANT MUST PROVIDE THE FOLLOWING INFORMATION.

- A. The completed original application making sure that all of the required signatures have been obtained.
- B. Four (4) copies of a preliminary subdivision plat, measuring 18 × 24 inches in size and drawn to an engineering scale is required for the short subdivision review process.
The preliminary subdivision 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 plat preparation.
 3. Name and address of subdivision engineer.
 4. Name and address of property owner.
 5. Licensed Land Surveyor stamp, signed and dated or "preliminary" written across stamp.
 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 structures from existing and proposed lot lines within or abutting the 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 fire access completely 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, saltwater, 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 and 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. Show location of 10-foot landscape tract along all roads which do not provide direct vehicular access to the proposed lots.
 32. Show location of 10-foot landscape area around the perimeter of the storm pond outside of any required fencing.
 33. Show the name, location, dimensions, and total square footage (450 sq. ft. per lot minimum) of the on-site recreation tract.
- C. One copy of a tree plan including the following (see full text of Kent City Code Section 15.08.240 for additional information/requirements):
1. Detailed calculations of the net area to be used for determining the required tree density credits.
 2. Tree density credit calculation.
 3. A tree inventory containing the size in diameter at breast height (DBH) and common genus name of trees proposed for retention.
4. Formalized findings prepared 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.
 5. A site plan drawn to a verifiable engineering scale depicting the following:
 - The accurate location of trees proposed for retention in relationship to proposed buildings, streets, parking areas, storm drainage facilities and utilities.
 - Limits of disturbance (LOD) around trees to be retained, as recommended by a licensed arborist, to ensure the health of the trees during and after construction.
 - Location, common genus name and size of proposed supplemental trees to be planted.
 - Location of tree protection measures to be maintained in proximity to retained trees as recommended by a licensed arborist.
 - Stamp, date and signature of professional land surveyor licensed by the State of Washington preparing the plan or name, address, phone number, and email address of the person preparing the tree plan if different that a professional land surveyor.
- 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. Two (2) copies of a 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 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. CSWPP Analysis and Design

9. Bond Quantities, Facility Summaries and Declaration of Covenant

10. Operations and Maintenance Manual

F. One (1) copy of simplified development plan at a reduced size of 8½ × 11-inch 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 conference) 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.



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A long subdivision is the process by which land can be divided into 10 or more parcels, lots, tracts, sites or subdivision, if any one of said lots is less than 20 acres in size or the land has been divided under the short subdivision procedures within five years, or is held in common ownership with a contiguous parcel divided under the short subdivision procedures within the preceding five years. The Hearing Examiner is authorized under Section 2.32.090 of the Kent City Code to hold a public hearing and render a decision on a long subdivision preliminary plat application.

I. Pre-Application Meeting

If an applicant elects to submit for a pre-application meeting, the meeting shall precede the submittal of any project permit application and environmental checklist. A pre-application meeting is designed to bring together the applicant and designated City development application review staff (including, but not limited to, Public Works, Planning, Building, Fire and Parks) to review and discuss a proposed project in its preliminary stages.

II. Preliminary Plat Application Process

A. Application Form

Provide all information requested on the application form, the plat and accompanying application requirements. Return the completed forms and supporting materials with the required number of copies and the appropriate fees to the City of Kent Permit Center.

An environmental checklist must be submitted in conjunction with this application unless the City of Kent Planning Services Division has made a determination that the proposed project is SEPA exempt.

B. Completeness Review

A project permit application consistent with instructions for a complete application submittal is deemed complete upon acceptance by the Permit Center.

Acceptance of a project permit application means that the application is sufficient for continued processing even though additional information may be required or project modifications may be undertaken subsequently.

Acceptance of a project permit application shall not preclude the City from requesting additional information or studies if new information is required or where there are substantial changes in the proposal.

C. Public Notice

Applicant is required to place one or more public notice boards on the property. As directed by Planning Services, and no later than 14 days after a determination of completeness. The notice board shall be removed by the applicant after the subdivision preliminary approval has been issued.

D. Notice of Application

A notice of application shall be issued within 14 calendar days after the City has made a determination of completeness. One notice of application will be issued 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, at Kent City Hall and in the register for public review at the Planning Services office.

The City will mail a Notice of Application to all agencies with jurisdiction and 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.

City departments, agencies and the public have 14 calendar days to comment on a Notice of Application.

E. Fees

Contact the Permit Center at 253-856-5300 for application fees. Make checks payable to the City of Kent.

III. Public Hearing Process

A. Scheduling for Hearing Examiner

An application will be scheduled for a public hearing before the City's Hearing Examiner after the application has been determined to be complete. The date set for a public hearing shall be no more than 100 days after the applicant has complied with all requirements and furnished all necessary data to the Planning Services.

B. Notice of Public Hearing

A posted notice of public hearing is required. The posted notice of hearing shall be added to the Public Notice Board(s) already posted on the property.

Published notice of public hearing is also required. The published notice shall be published in a newspaper of general circulation in the city.

Notice of public hearing shall be mailed to the applicant, any person who submits written comments on an application and all owners of real property as shown by the records of the county assessor's office within 300 feet of any portion of the boundary of the proposed subdivision. If the owner of the real property proposed to be subdivided also owns another parcel or parcels of real property, which lie adjacent to the real property proposed to be subdivided, notice shall be mailed to all owners of real property located within 300 feet of such adjacently owned parcels.

Notices shall be mailed, posted and first published not less than 10 calendar days prior to the hearing date.

C. Staff Report

Planning Services shall coordinate and assemble the comments and recommendations of other city departments and governmental agencies having an interest in the application and shall prepare a report summarizing the factors involved and the

department findings and recommendations. The report will be filed with the Hearing Examiner at least seven calendar days prior to the scheduled hearing and copies of the report will be mailed to the applicant and made available for use by any interested party.

D. Public Hearing

Before rendering a decision on any application, the Hearing Examiner shall hold at least one open record public hearing.

Public Hearing Procedures

1. Presentation by City staff to describe the application, summarize issues presented, and give a recommendation;
2. Presentation by applicant or representative;
3. Presentations, questions or statements by members of the public interested in the application;
4. Responses to questions by staff and applicant (rebuttal);
5. Final recommendation by city staff (if necessary);
6. Applicant and public may be permitted to respond to final recommendations if appropriate.

IV. Final Disposition of Case

A. Hearing Examiner Decision

When the Hearing Examiner renders a decision on a subdivision, the Hearing Examiner must make written findings from the record and conclusions therefrom which support such decision. The decision shall be rendered within 10 working days following conclusion of all testimony and hearings, unless a longer period is mutually agreed to on the record by the applicant and the Hearing Examiner.

After final action is taken, the city will provide a notice of decision that also includes a statement of any threshold determination made under SEPA and the procedures for appeal. The written notice of decision shall be provided to the parties of record and to any person who requested notice of the decision prior to the decision.

B. Expiration

A subdivision preliminary plat approval shall remain valid for that period of time specified in Chapter 58.17 RCW, plus one year. During this period, an applicant must submit a final plat application to the city based on the preliminary plat, or any phase thereof, and meeting all of the requirements of KCC 12.04 and Chapter 58.17 RCW. The preliminary plat shall lapse and become void if not recorded with King County by the end of the validity period.

In the case of a phased subdivision, final plat approval by the city council of any phase of the subdivision preliminary plat will constitute an automatic one year extension for the filing of the next phase of the subdivision.

V. Reconsiderations and Appeals

A. Request of Reconsideration

A party of record believing that a decision or recommendation of the hearing examiner is based on erroneous procedures, errors of law or fact, or the discovery of new evidence which could not be reasonably available at the prior hearing, may make a written request for reconsideration by the hearing examiner within five working days of the date the decision or recommendation is rendered. If a request for reconsideration is accepted, a decision is not final until after a decision on reconsideration is issued.

A reconsideration request must set forth the specific errors or new information relied upon by such appellant and shall cite specific references to the findings and/or criteria. Reconsideration requests should be addressed to: Hearing Examiner, 220 Fourth Avenue S., Kent, WA 98032. Reconsideration requests are answered in writing by the Hearing Examiner within five (5) working days of the request.

B. Notice of Right to Appeal

The decision of the Hearing Examiner is final unless it is appealed to the superior court. Such appeal must be filed with the superior court within 21 calendar days from the date the decision was issued.

VI. Due Process Considerations

A long subdivision preliminary plat is categorized as a Process III application and is subject to the requirements of Chapters 2.32 and 12.01 of Kent City Code.

Hearings before the Hearing Examiner are quasi-judicial proceedings. This means that certain due process protections apply. For example, no one may contact the Hearing Examiner for the purpose of influencing a decision in any manner other than in the public hearing. The state Supreme Court has also ruled that, not only must quasi-judicial proceedings be fair, they must appear to be fair. Accordingly, the Hearing Examiner may not participate in any matter where he or she has a financial or personal interest, or where he or she has prejudged the matter in any way. Any person who has grounds to believe the Hearing Examiner may be influenced by a consideration outside the public record should promptly bring that concern to the attention of the Hearing Examiner.

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.