



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

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

KentWA.gov/permitcenter

Planning Services

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: 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.:

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. Four (4) 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. 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.
- 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 than 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. 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 2017 City of Kent Surface Water Design Manual), address submittal requirements for "Small Project" developments listed in section C.5 in Appendix C of the 2009 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 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

- 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 II Preliminary Short Subdivision (2-4 lots) Application Instructions

A short subdivision or “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 preliminary short plat application is the second phase in the 2-4 lot short subdivision process, after a pre-application meeting has taken place. The Short Subdivision Committee is authorized under Section 12.04.115 of the Kent City Code to hold a short plat meeting and render a decision on a preliminary short subdivision application.

I. Pre-Application Meeting

If an applicant elects to submit for a pre-application meeting, the meeting shall precede the submittal of the preliminary short subdivision application and the environmental checklist, if required. 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. Short Subdivision Application Process

A. Application Form

Provide clear and detailed information for all the required criteria on the application form, plat and accompanying application materials. 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 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 on the valley floor, the applicant must apply for a Flood Zone Permit. Approval of this permit will be required prior to approval of a construction permit for the plat.

B. Determination of Completeness

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. Scheduling a Short Subdivision Committee Meeting

Planning Services will schedule a tentative date for the Short Subdivision Committee Meeting. If environmental review under the State Environmental Policy Act (SEPA) is required, the committee meeting cannot be held until a SEPA decision has been issued and the appeal period is completed. The date of the committee meeting will be stated on the Notice of Application, but applicants and interested parties should confirm this date with the project planner.

D. Public Notice

The applicant is required to place one or more public notice boards on the property as directed by Planning Services no later than 14 days after a determination of completeness. The applicant shall remove the public notice board from the property after the preliminary approval has been issued.

E. Notice of Application

A notice of application shall be issued for short subdivision applications within 14 calendar days after the city has made a determination of completeness.

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 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.

Planning Services will mail the notice of the short subdivision committee meeting date to the applicant 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.

F. Comment

City departments and affected agencies have 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 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 email. The Short Subdivision Committee shall not take action on a short subdivision application until after the 14 comment period has passed.

G Fees

Contract the Permit Center at 253-856-5300 for application fees. Checks should be made payable to the City of Kent.

III. Short Subdivision Review and Decision Process

A. Staff Report

Planning Services shall prepare a report detailing department findings and recommendations. The report shall be mailed to the applicant at least seven calendar days prior to the scheduled meeting and made available for use by any interested party.

B. Meeting

The Short Subdivision Committee will hold a meeting to consider an application for a short subdivision. The applicant or a representative shall be present at this meeting. The meeting is open to the public.

IV. Final Disposition of Case

A. Decision on Short Subdivisions

The decision of the Short Subdivision Committee shall be made at the Short Subdivision Committee meeting. The Short Subdivision Committee may approve, approve with modifications, and/or conditions, or deny the application. After the meeting, the applicant will be sent written notification of the Committee's action, including the conditions of approval.

B. Permit Expiration

If the short plat is not filed with King County within 4 year of the date of City approval, the short subdivision shall be null and void.

V. 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 aggrieved party may file a written appeal on a preliminary short plat to the Hearing Examiner within 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 21 calendar days from the date the decision 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.