



SHORT PLAT **APPLICATION** **(PRELIMINARY)**

PLANNING
DIVISION
4800 S 188th St
SeaTac, WA 98188
206-973-4750

DEFINITION AND PURPOSE:

A short subdivision (short plat) is the division of one contiguous parcel into four (4) or fewer lots.

The purpose of a short plat is to divide land according to minimum standards in order to promote and protect the physical well being of the City of SeaTac. This includes insuring adequate circulation patterns, and insuring adequate light and air. It also means providing for adequate utility improvements such as a distribution system for water, a sanitation system for safe waste disposal, and storm drainage system to protect flooding and erosion.

CONDITIONS FOR APPROVAL:

The **applicant** must show that the proposed use satisfies the following criteria for approval.

1. The proposed lots must conform to the Comprehensive Plan and Zoning Ordinance criteria.
2. The proposed lots are served with adequate means of access for vehicles, utilities, fire protection, drainage, water supply and means of sanitary sewage disposal.
3. The public use and interest will be served by permitting the proposed division of land.
4. A survey and legal description of the proposed lots are completed by a registered land surveyor and submitted to the City.
5. No existing building or structure is made sub-standard or non-conforming in any respect.

SUBMITTAL:

1. FILING FEE:
Short Plat Preliminary: See Planning Division fees
Revision to previously approved plan: See Engineering Review – Other

[CLICK HERE FOR FEE SCHEDULE](#) or find fee schedule at www.ci.seatac.wa.us/feeschedule

2. Please submit all of the items listed on the attached checklist.

Failure to submit all requested items (in a legible form) will delay processing of your application pursuant to RCW 36.70A.440.

PROCEDURE:

1. Prior to submitting your short plat application, you will need to review your proposed short plat at a Pre-Application Meeting. ***No Application will be accepted prior to review at a Pre-Application Meeting.*** Please contact the Building Division Permit Specialist to schedule a time for a Pre-Application Meeting (Phone 206-973-4750).
2. You will receive a “Determination of Completeness” (DOC) within 28 days of the submittal of your application stating whether your application is complete or not complete. Once you receive the DOC stating that your application is complete, the City has 120 days to make a decision regarding your application.
3. A “Notice of Application” (NOA) will be published and sent to adjacent property owners. The NOA will be issued within 14 days after a DOC is made. You will be required to post a “Notice Board” (see attached example) on the property in conformance with Section 16.07.010B of the SeaTac Municipal Code Volume II (SMCVII). An “Affidavit of Installation” shall be submitted to the City that the “Notice Board” has been installed on the property. The “Notice Board” shall be installed on the property on or before the date the NOA is published in the paper.
4. A “Notice of Decision” (NOD) will be sent to the applicant/property owner and to all parties of record.
5. The decision on a short plat may be appealed to the Hearing Examiner within 14 days of the issuance of such decision with a filing fee to the City Clerk.
6. Should the short plat be appealed, a date will be set for a public hearing before the Hearing Examiner, and you will be notified. You will be sent a copy of the staff recommendation at least two (2) weeks prior to the hearing.
7. The Hearing Examiner’s decision is final unless appealed in writing to the Superior Court of King County within 30 days of the written findings and conclusions of the Examiner.
8. A preliminary short plat must be recorded within three (3) years from the date of approval.

PRELIMINARY SHORT SHORT PLAT APPLICATION

File No: _____ **Parcel No:** _____

1. **PROPERTY OWNER:** (If there are more owners, attach additional sheet with names, addresses, contact information and signatures.)

Name: _____ Phone: _____

Mailing Address: _____

Property Address: _____

Phone: _____ Fax: _____

Email: _____ Alt. Phone: _____

2. **DESIGNATED CONTACT PERSON (THE PERSON WHO WILL RECEIVE AND DISSEMINATE ALL CORRESPONDENCE FROM THE CITY).**

Name: _____ Phone: _____

Mailing Address: _____

City and Zip Code: _____

Phone: _____ Fax: _____

Email: _____ Alt. Phone: _____

3. **SURVEYOR:**

Name: _____ Phone: _____

Mailing Address: _____

City and Zip Code: _____

4. **ENGINEER:**

Name: _____ Phone: _____

Mailing Address: _____

City and Zip Code: _____

5. **PROPERTY:**

Zone: _____ Current Size (Sq.Ft.) _____

Proposed Size (Sq. Ft.): Lot 1: _____ Lot 2: _____

Lot 3: _____ Lot 4: _____

Source of Water: _____

Sewage Disposal: _____

Statement of existing drainage conditions of site: _____

Statement of soils type and condition: _____

I CERTIFY THAT THE INFORMATION FURNISHED BY ME AS PART OF THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Property Owner (Please Print Name after Signature)

Date

Property Owner (Please Print Name after Signature)

Date

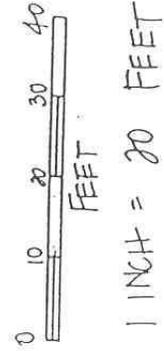
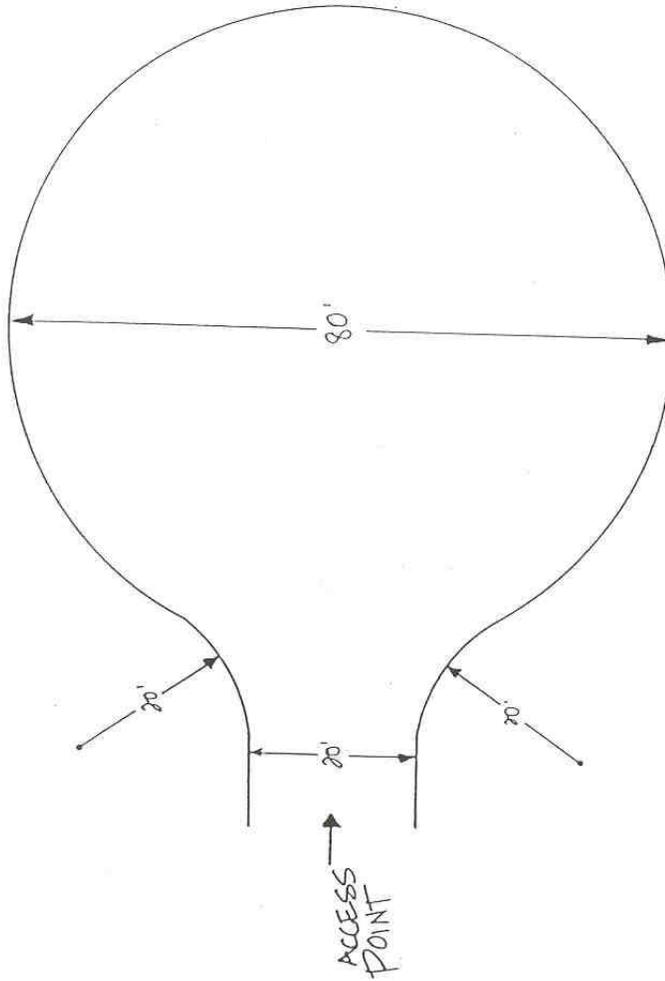
City of SeaTac Fire Services Requirements

Short Plats

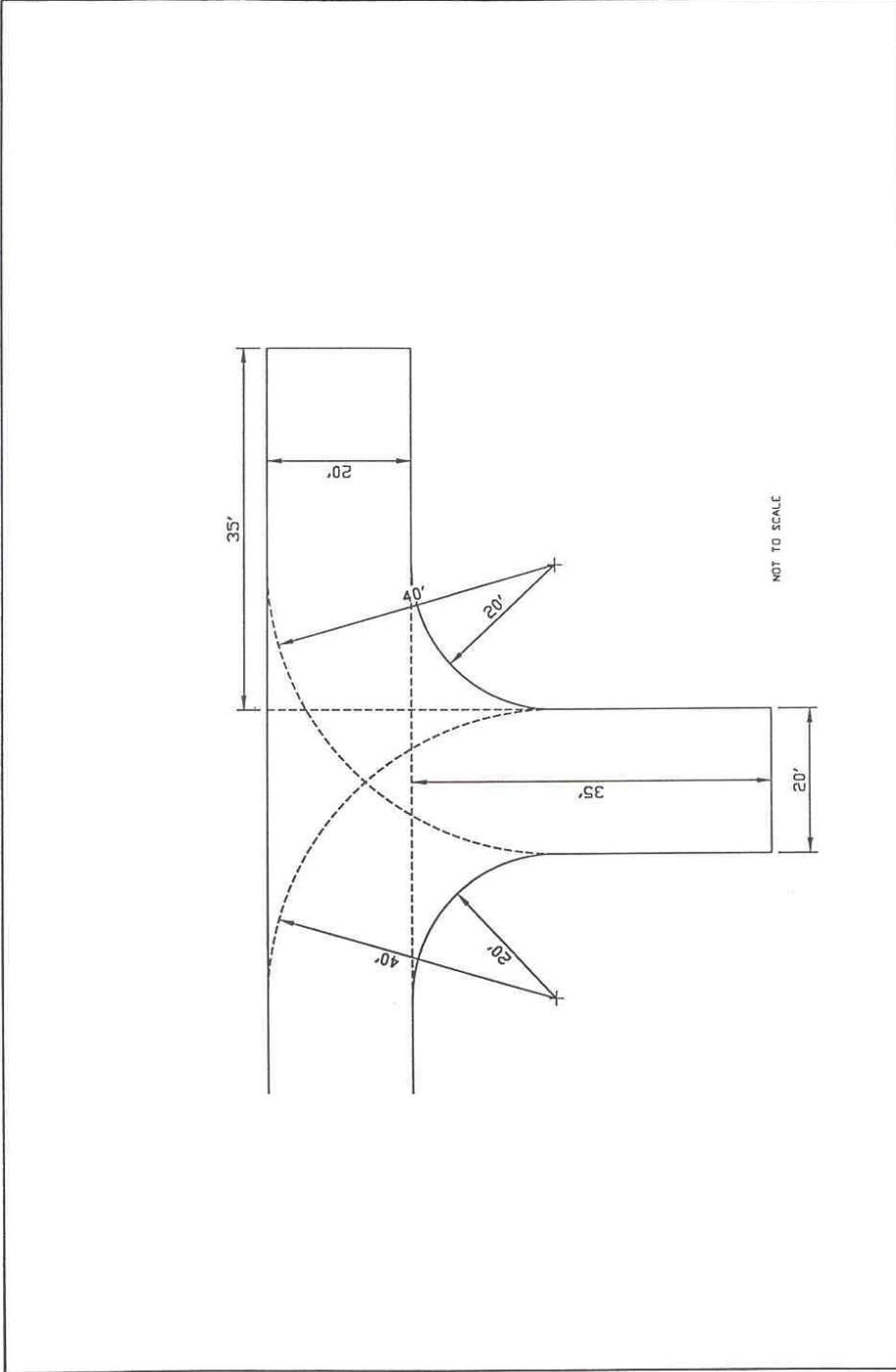
The following conditions are required by the Fire Department for Short Plats (4 lots or less). *Effective January, 2003, requirements may change without notice; please call the Fire Prevention Bureau at 206-973-4500 to confirm and/or for specific requirements relative to short plats.*

1. ACCESS ROADS
 - a. WIDTH: The unobstructed width of the roadway shall not be less than 20 feet.
 - b. VERTICAL CLEARANCE: The unobstructed overhead clearance shall not be less than 13 feet 6 inches.
 - c. SURFACE: The surface must be an all-weather material (e.g., pavement or concrete) capable of supporting the imposed loads of fire apparatus.
 - d. TURNS: The minimum turning radius shall be 20 feet inside and 40 feet outside.
 - e. TURNAROUNDS: All dead-end access roads between 150 and 300 feet in length shall have a minimum 35-foot hammerhead turnaround or a minimum 80-foot diameter cul-de-sac. Dead-end access roads over 300 feet in length must have a cul-de-sac.
 - f. GRADE: The access road shall have a maximum grade of fifteen percent and maximum grade breaks of eight percent with smooth curves at grade transitions.
 - g. SIGNS: All hammerhead turnarounds shall be posted NO PARKING-FIRE LANE. When required, the access road shall be posted in accord with SMC Chapter 13.16.
 - h. BRIDGES: Bridges shall be designed by a licensed professional engineer and constructed by a qualified contractor under the supervision of the design engineer or other qualified professional engineer.
2. FIRE FLOW
 - a. All lots must have a fire hydrant located within 350 feet actual vehicular travel distance.
 - b. All fire hydrants meeting condition 2(a) above must flow a minimum of 1,000 GPM at 20 psi residual pressure. A certificate of water availability from the local water purveyor shall be provided.
3. The Fire Chief may grant a variance and may accept alternate materials and/or methods if there is no reasonable way to meet any of the above requirements.

CUL-DE-SAC



* Measurements do not include
curb / sidewalk.



 <p>Public Works Department Bruce Royburn, P.E., Director 19215 - 28th Avenue South, Seattle, WA 98188 Telephone: (206) 876-8275</p>	CHECKED: DLH DRAWN: MLL REV: DATE: 7/29/94	FIRE DEPARTMENT ACCESS HAMMERHEAD TURN DETAIL K:\ENGR\CADD\DETAILS\TURN.DWG
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PLANNING & ENGINEERING REVIEW PRELIMINARY SHORT PLAT APPLICATION CHECKLIST

Preliminary Short Plat Name: _____ **Date:** _____

The following materials are the **minimum** materials that must be submitted to review your application to determine that it is “complete” or “incomplete” as provided under RCW 36.70B.060 and RCW 36.70B.090. Additional information may be required after review of your proposal. This checklist is provided for your benefit and to aid the City in determining if your application contains the minimum information necessary to review your application. A “Determination of Completeness” (DOC) will be issued within 28 days of acceptance stating whether your application is complete or incomplete (DOI). Please do not turn in your application until all items listed below have been checked off. **Submittals will not be accepted or acted upon unless complete. Also this application will not be accepted, if you have not had a Pre-Application Meeting with the City.** If you have any questions, contact the Department of Community and Economic Development at 206-973-4750.

RETURN COMPLETED CHECKLISTS PART I AND PART II WITH YOUR APPLICATION OR APPLICATION WILL NOT BE ACCEPTED.

<i>For Office Use Only</i>
Date Submitted: _____ Date of Pre-App Meeting: _____

PLAN SUBMITTAL – PART I	Applicant	Staff
1 Six (6) copies of all documents including original (Application, Water and Sewer Certificates and paper copies of the plat map, etc.)		
2 One paper reduction of each oversized short plat sheet to a 8 1/2” x 11” size.		
3 County assessor’s map/s (1 copy) showing a 1000’ foot radius around the edges of the subject property. (<i>Applies only if labels are <u>not</u> purchased from the City of SeaTac.</i>)		
4 A minimum of one (1) set of stamped legal sized envelopes addressed to each property owner within 1,000’ feet of the subject property, <u>including WSDOT if property is adjacent to a State Highway (RCW 58.17.155)</u> , with the return address for the City of SeaTac, Dept. of Community and Economic Development, 4800 South 188 th Street, SeaTac WA. 98188-8605. (A return address stamp is available for your use.) (NO METERED MAIL)		
5 One photocopy, or printout, of <u>property owner’s</u> names and addresses. Please make an		

SHORT PLAT APPLICATION (PRELIMINARY)

	8 1/2" x 11" copy of the address-labels before placing on the envelopes.		
6	The original receipts for the cost of the stamps, envelopes, and parcel labels needed for notification with a breakdown of the number of property owners between 0 and 500 feet and between 500 and 1000 feet. The City will reimburse the applicant/property owner for the cost of notifying all property owners between 500 and 1000 feet.		
7	Pre-Application Meeting comment sheets, six (6) copies submitted.		
8	If you are given an <i>Environmental (SEPA) Checklist</i> , all questions are to be answered and the checklist is signed. (Original and 5 copies)		
9	<i>Subdivision Guarantee Title report (dated within last 30 days)</i> , including all easements and deed restrictions (6 copies) (RCW 58.17.165)		
10	<i>A letter of service availability</i> from the existing Water District purveyor. (Original and 5 copies)		
11	<i>A letter of service availability</i> from the existing Sewer District. (Original and 5 copies)		

PLANNING & ENGINEERING REVIEW PRELIMINARY SHORT PLAT CHECKLIST

PLAN SUBMITTAL – PART II PRELIMINARY SHORT PLAT DRAWING REQUIRED CONTENT <i>(Site plan requirements checklist must be completed by the engineer, surveyor, or architect AND six (6) copies submitted or submittal will be DENIED)</i>		Surveyor	Staff
1	Preliminary Short Plat drawing prepared <u>and stamped</u> by a professional Land Surveyor registered in the State of Washington (5 paper copies) (RCW 58.17.250) An electronic copy of the City’s Title Block can be obtained via email or copied to your compact disc by contacting the Engineering Review Division at 206-973-4750.		
2	The names and the addresses of the developer and the licensed land surveyor who prepared the plat.		
3	North point, graphic scale and date of drawing.		
4	Existing off-site sub-division lots, blocks, streets and easements shown as dotted lines.		
5	Proposed lot lines shown as solid lines and all proposed and existing easements shown in dashed lines.		
6	Show the location, bearings and distances of existing and proposed property lines; and existing section lines in feet and decimals of a foot.		
7	Show streets, building structures, water courses, and bridges.		
8	Show any recorded public or private utility and drainage easements, both on the land to be subdivided and on the adjoining lands (land that abuts the proposed subdivision), to a distance of twenty-five (25) feet from the edge of the subject property division (include recording number)		
9	The location of existing trees (over 8” in diameter as measured four [4] feet from its base) on the property. The location of existing trees over eight 8”0 inches diameter as measured four 4 feet from its base to a distance of twenty-five (25) feet from the edge of the subject property division may be requested based upon a site inspection, provided that the adjacent property owner/s grant permission to enter their properties. If no permission is granted, only the location of the trees on the property shall be located.		

SHORT PLAT APPLICATION (PRELIMINARY)

10	Contours and elevations at five (5) foot intervals for slopes less than or equal to five percent (5%) and at two (2) foot intervals for slopes greater than five percent to accurately predict drainage characteristics of the property. The topographic contours shall be provided by a Land Surveyor licensed in Washington State. Off-site topographic contours on adjacent property may be required to provide supplemental information. Requests for off-site topographic contours shall be based upon on-site inspections of the proposed plat. If permission is not granted by adjacent property owners to enter their property to allow the survey of off-site topographic contours, only topographic contours to the property line are required. Where permission cannot be obtained for off-site contours, the applicant shall provide off-site contours as provided by the City of SeaTac Geographical Information System (GIS). A note shall be placed on the face of the preliminary plat that contours generated by the GIS are not surveyed contours and that the City does not guarantee their accuracy.		
11	Identify and show location of any existing and/or abandoned well(s) on the property.		
12	The location of existing, or proposed rockeries and other types of walls on property. The location of rockeries and other types of walls located within twenty-five (25) feet of the property lines of the plat may be requested based upon a site inspection of the property, provided the adjacent property owners/s grant permission to enter their properties. If no permission is granted, only rockeries and other types of walls on the property shall be located.		
13	Give the location and identification of any visible physical appurtenances such as fences, or structures, which may indicate encroachment, lines of dispute, or conflict of Title.		
14	Source and date of contour data referenced on drawing.		
15	Indicate the acreage of the land to be subdivided, the number of lots, and the area (sq. ft.) of each individual lot.		
16	Indicate the bearings and dimensions of each lot line.		
17	Bearings, angles, or azimuths shown in degrees, minutes, and seconds.		
18	Radius, delta, arc length and long chord bearing and distance of curves shown.		
19	The location, width and names of existing streets or easements abutting or providing access to the short plat. If access is by private street, the public street providing access to the private street shall be shown.		
20	Names and addresses of adjacent property owners on the records of the County Assessor's Office		

SHORT PLAT APPLICATION (PRELIMINARY)

21	Show monuments and survey markers found.		
22	<i>Legal description and tax lot number</i> of the property to be subdivided, certified by a Professional Land Surveyor registered in the State of Washington.		
23	Legend for monuments and survey markers found.		
24	Dedication statement with signature lines and Notary Block with minimum text size of 0.08 inches and line widths not less than 0.008 inches (vicinity maps, seals and certificates are excluded).		
25	The date of the last recorded segregation.		
26	Indicate basis of bearing shown.		
27	Submit a statement of the soil type, drainage conditions, present landscaping (describe any natural or man-made land cover).		
28	Submit a statement about wildlife present on the property and any other environmental factors which may be prescribed by the Community and Economic Development Director.		

INSTRUCTIONS FOR OBTAINING ADDRESS LABELS

****Please Note – Mailing labels may only be purchased from the City of SeaTac or King County. If you choose to acquire your labels through King County, a Tax Assessor’s map(s) shall be submitted with the application.***

OBTAINING LABELS FROM CITY OF SEATAC

To obtain address labels containing the names and addresses of property owners within 500 or 1000 feet of any boundary of the subject property, complete a City of SeaTac Address Labels Request Form (*attached*) and submit it to the Permit Center. Labels can be picked up at the Permit Center approximately two days after submission of the Request Form.

In accordance with City of SeaTac Resolution No. 00-007, dated April 25, 2000, GIS Program Fees shall apply. Computer-generated sheets of address labels will be provided to the requestor at a cost of \$.60 per label, with a \$25.00 minimum order charge.

Reminder:

Envelopes and postage shall be provided by the applicant. A copy of the labels should be made before individually placing them on stamped legal sized envelopes (9 ½” x 4 ½”) with the City’s return address. **(NO METERED MAIL)**

.....
.....**City of SeaTac Address Label Request Form**.....

Date of Request: _____ Date Needed: _____

Applicant's Name: _____

Street Address _____

City	State	Zip
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Phone: _____ Alternate Phone: _____

Fax: _____ Email Address: _____

Land Use Project (i.e., Short Plat, SEPA, etc.): _____

Project Address: _____

File Number: _____

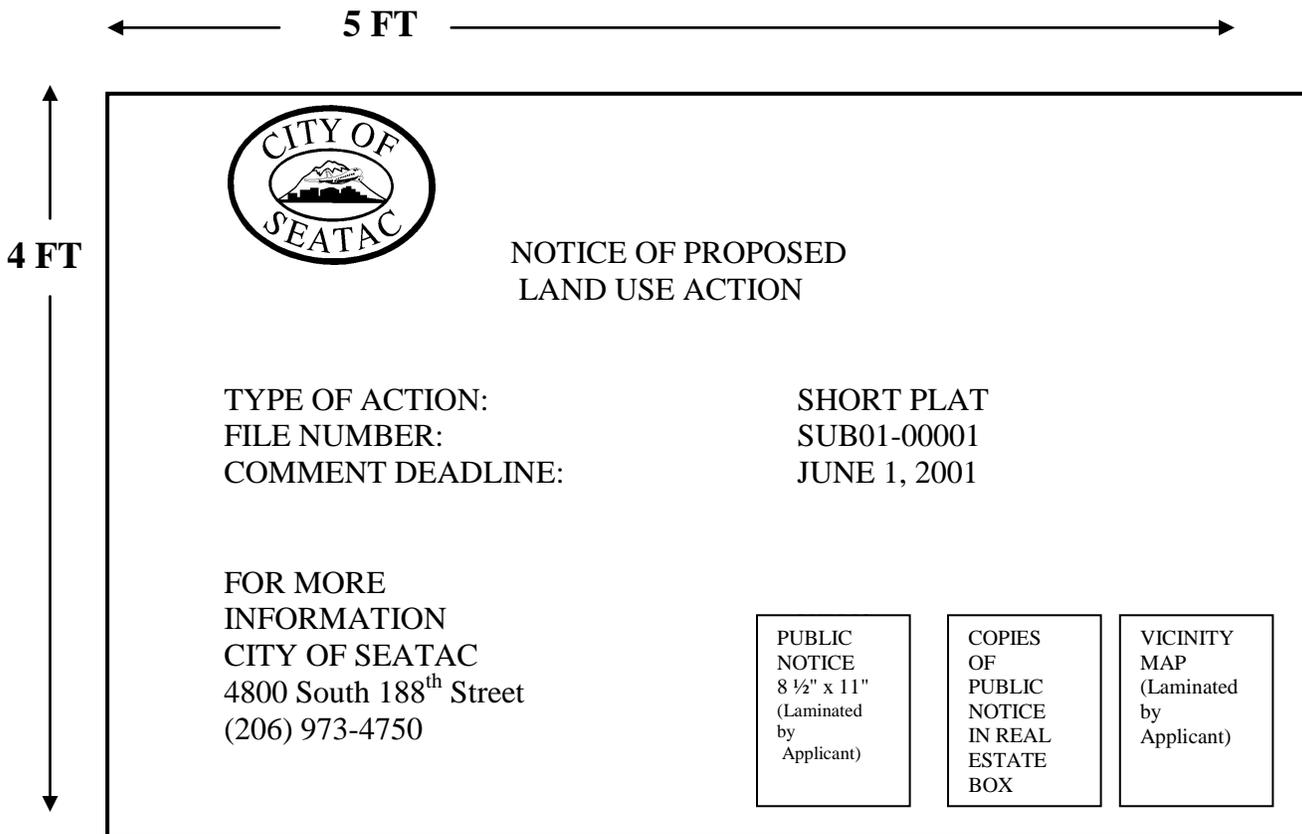
Parcel Number: _____

<i>For Internal Use Only:</i>	
Date Completed: _____	Completed By: _____
Cost: _____	Date Paid: _____
GIS PRODUCTS AND SERVICES – 001.341.70.00.002	

NOTICE BOARD DIMENSIONAL REQUIREMENTS

The notice board shall be four feet (4') by five feet (5') and shall have a sky blue background with white lettering. Lettering size shall be the following (the illustration below is an example. The type of action, dates, and all pertinent information will be supplied by the City):

- a. Helvetica or similar standard type face;
- b. Three inch (3") capital letters for the title;
- c. Two inch (2") capital letters for all other letter



NOTICE BOARD INSTALLATION REQUIREMENTS (MINIMUM)

