

# Preliminary Fee Simple Unit Lot Subdivision – Supplemental Application Pages

Note: For fee simple unit lot divisions or subdivisions, fill out these supplemental pages in lieu of the supplemental pages pertaining to preliminary plats and short plats.

## SEPA Applicability:

Is the land affected by the fee simple unit lot subdivision wholly or partly covered by water?

Yes  No

Does the project require discharges to water that is not exempt under RCW 43.21C.0383?  Yes  No

Does the project contain more than 60 dwelling units?  Yes  No

Does the project include parking facilities for more than 90 motor vehicles?  Yes  No

If you answered yes to any of the above questions, have you prepared and included with this application a completed SEPA checklist and applicable SEPA fees?  N/A  Yes  No\*

**Adjacency to State Right-of-way:** Is the proposed fee simple subdivision located adjacent to the right-of-way of a state highway?  Yes  No

(If yes, the City shall give written notice of the application, including a legal description of the subdivision and a location map, to the State Department of Transportation, per MTMC Section 17.03.030(B)(1)).

**Location within Designated Floodplain:** Is the proposed fee simple subdivision located in whole or in part within a designated floodplain?  Yes  No

(If yes, the City shall give written notice of the application, including a legal description of the subdivision and a location map, to the State Department of Ecology, per MTMC Section 17.03.030(B)(2)).

## Title Report:

Have you included with this application a title report dated by the title company within thirty (30) days of the date of submitting this application?  Yes  No\*

Does the title report confirm that the title of the lands as described and shown on the proposed preliminary fee simple unit lot subdivision are in the name of the applicant, or in the name of the owner whom the applicant represents?  Yes  No\*

## Certificate of Consent and Dedication:

Have you provided with this application a certificate of consent and dedication stating that the preliminary fee simple unit lot subdivision has been made with the free consent and in accordance with the desires of the owners?  Yes  No\*

If yes, has the certificate of consent and dedication been signed and acknowledged before a notary public by all parties having any interest in the lands subdivided?  Yes  No<sup>5</sup>

The certificate of consent and dedication is provided (check one):  On the face of the plat.

---

<sup>5</sup> Signatures on the certificate of dedication for divisions of 10 or more lots may be deferred until submittal of the final plat.

On a separate written instrument.

Does the preliminary fee simple unit lot subdivision include any dedications of streets, roads or other areas to the public, religious societies or to any corporation, public or private?  Yes  No

If yes, is the dedication included and described in the Certificate of Consent and Dedication, and does it include a waiver of all claims for damages against any governmental authority which may be occasioned to the adjacent land by the established construction, drainage and maintenance of any road(s).  N/A  Yes  No\*

**Additional Required Submittals:** Please confirm that the following additional materials and information are included with this preliminary fee simple unit lot subdivision application:

**Site Plan:** One original and seven copies of an eighteen inch by twenty-four inch site plan<sup>6</sup>, of a scale clearly legible:  Yes  No\*

Does the site plan include the following information?

1. The location and size of all proposed lots, tracts and easements, consistent with separately attached plat map required below;  Yes  No\*
2. Proposed site improvements and structures;  Yes  No\*
3. Any existing structures or site improvements intended to be retained on the site;  N/A  Yes  No\*
4. All proposed uses, including existing uses intended to be retained;  Yes  No\*
5. The location of proposed or existing open space, including any required landscaped areas;  N/A  Yes  No\*
6. The location and identification of critical areas;  N/A  Yes  No\*
7. Adjacent streets, access easements and proposed locations and dimensions of driveways providing access to the site;  Yes  No\*
8. The layout of an internal vehicular and pedestrian circulation system, including proposed ingress and egress for vehicles and emergency vehicle access;  Yes  No\*
9. Location of existing and proposed fire hydrants;  Yes  No\*
10. The number and location of proposed or existing parking spaces on the site, and on streets directly abutting the site;  Yes  No\*
11. The location of utilities and drainage systems proposed to serve the site;  Yes  No\*
12. The location and size of water bodies and drainage features, both natural and manmade;  Yes  No\*
13. A layout of sewers and the proposed water distribution system;  Yes  No\*
14. Proposed easements and access;  Yes  No\*
15. Proposed free-standing signage;  N/A  Yes  No\*
16. Depictions of easements, deed restrictions and other encumbrances.  Yes  No\*

<sup>6</sup> A larger size sheet may be submitted in addition to the 18 X 24 sheet size to facilitate preliminary review, but the 18 X 24 size is required to show that required information can be legibly formatted and fitted to the sheet size required for recording.

**Elevation Drawings and Floor Plans:** One original and seven copies of an eighteen inch by twenty-four inch drawing<sup>7</sup> of elevations and floor plans as known.  Yes  No\*

**Utilities Plan:** One original and seven copies of an eighteen inch by twenty-four inch drawing<sup>7</sup> of a utilities plan showing the location and size of utility trunk lines, lateral lines, water, electric, gas, and telecommunication lines, utility vaults and transformers both existing and proposed to serve the site.  Yes  No\*

**Topography Map:** One original and seven copies of an eighteen inch by twenty-four inch topography map<sup>7</sup>.  Yes  No\*

**Grading Plan:** One original and seven copies of an eighteen inch by twenty-four inch drawing<sup>7</sup> of a grading plan showing proposed clearing and tree retention and the existing and proposed topography, detailed to two-foot contours, unless smaller contour intervals are otherwise specified by the City code.  Yes  No\*

**Drainage Plan:** One original and seven copies of an eighteen inch by twenty-four inch drawing<sup>7</sup> of a drainage plan which will accommodate the maximum proposed square footage of impervious surface, including the maximum proposed square footage of impervious surface exposed to vehicular use, subject to the requirements of the City's stormwater drainage design standards.  Yes  No\*

**Drainage Analysis:** A downstream drainage analysis or any other requirement specified in the City's surface water design manual, site development regulations or surface water policy ordinance.  Yes  No\*

**Common Area Documents:** All covenants, easements, maintenance agreements or other documents regarding mutual use of easements, common open space, parking and access.  Yes  No\*

**Sewer Availability Certificate:** Sanitary sewer availability certificate from the public sanitary sewer service provider if other than the City, for an area not served by or intended to be served by the City.  N/A  Yes  No\*

**Water Availability Certificate:** Water availability certificate from the water purveyor providing service to the property if other than the City for an area not served by or intended to be served by the City.  N/A  Yes  No\*

**Existing Encumbrance Documents:** Copies of all easements, deed restrictions or other encumbrances restricting the use of the site.  N/A  Yes  No\*

**Phasing Plan:** Is the site development intended to be phased?  Yes  No

If yes, is a phasing plan and time schedule provided with this application?  N/A  Yes  No\*

**Proposed Restrictions:** Draft covenants, conditions and restrictions labeled "CC&R's" or any other restrictions or easements that may apply.  Yes  No\*

---

<sup>7</sup> A larger size sheet may be submitted in addition to the 18 X 24 sheet size to facilitate preliminary review, but the 18 X 24 size is required to show that required information can be legibly formatted and fitted to the sheet size required for recording.

**Additional Information Required for Short Plats:** In addition to the above information, the following materials and/or information is required for fee simple unit lot divisions of nine or fewer lots (short plats):

1. **Acknowledgement of Review Time:** The following acknowledgement must be signed for fee simple unit lot divisions of nine or fewer lots (short plats):

I \_\_\_\_\_ (name of applicant) recognized that fee simple unit lot short subdivisions require a more comprehensive review of compliance with City codes than standard short plats and acknowledge and agree that under MTMC Section 17.09.070 the City has 120 days to render a decision for preliminary fee simple unit lot subdivisions; not 90 days as otherwise specified in Section 17.03.070 and RCW 58.17.140.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. **Existing Conditions Site Plan (showing items required for standard short plat applications):** One original and seven copies of a scaled site plan of the property proposed to be divided (of a scale clearly legible).  Yes  No\*

Does the site plan include the following information?

- i. Existing and proposed property lines of the site;  Yes  No\*
- ii. Existing easement and rights-of-way across the site;  N/A  Yes  No\*
- iii. The location of all property lines abutting or connecting to the site, and the owners of adjacent land and the names of any adjacent subdivisions;  Yes  No\*
- iv. Location of all public and/or private utility service lines, including underground telephone or cable service lines;  Yes  No\*
- v. Identification of existing sanitary sewer lines and (if applicable) septic tank and drainfield locations;  Yes  No\*
- vi. Location of existing stormwater control/conveyance on or across the site;  Yes  No\*
- vii. All environmentally sensitive areas and their buffers;  N/A  Yes  No\*
- viii. Existing structures and improvements on the site including those to be retained and those proposed to be removed as part of the short plat proposal.  N/A  Yes  No\*

3. **Plat Map (short plat):** One black-line paper or velum original and seven copies of the plat of survey, drawn in permanent drawing ink or equivalent on one or more sheets, drawn to a preferable scale of 1" = 20', but not less than one inch equal to 100 feet, on sheet size(s) of 18 inches by 24 inches with a one-half inch border on the top, bottom and right-hand margins and a two-and one-half inch border on the left-hand or binding margin, with North indicated.  Yes  No\*

Does the plat map include the following information?

- i. The boundary lines of the tract to be short platted and the interior lot lines, and relationship to adjacent properties (heavy line weight);  Yes  No\*
- ii. All bearings and dimensions along the lines of each lot together with any other data necessary for the location of any lot lines in the field, referenced to the Washington Coordinate System, WM Zone; (medium line weight);  Yes  No\*
- iii. Location of monuments or evidence used as ties to establish the boundaries (medium line weight);  Yes  No\*
- iv. The boundary and dimensions of the "original tract," including its bearings and length of all boundary lines, assessor's parcel number, section, township and range;  Yes  No\*

- v. Any necessary easements for improvements to be retained on the site including, but not limited to, structures, utilities, stormwater systems, and underground storage tanks (fine line weight);  
 N/A       Yes       No\*
- vi. Location and dimensions of all easements and/or streets (public and private) and identifying names of such, both within or adjoining the short plat, and applicable city or county file numbers (fine line weight);  
 Yes       No\*
- vii. The width and location of access to all short-subdivided lots proposed (medium line weight);  
 Yes       No\*
- viii. The number assigned to each lot (heavy line weight);  
 Yes       No\*
- ix. The boundaries of all lands reserved in the deed for common use of the property owners of the short subdivision or dedicated to the public (heavy line weight);  N/A       Yes       No\*
- x. A statement on the face of the short plat that land in a short subdivision may not be further divided in any manner within a period of five years without the filing of a final plat, except that when the short plat contains fewer than nine parcels, nothing in this section shall prevent the owner who filed the short plat from filing an alteration within the five year period to create up to a total of nine lots within the original short plat boundaries;  
 Yes       No\*
- xi. A statement on the face of the short plat stating that no building permits shall be issued until all streets, sidewalks, stormwater facilities, and other improvements required under the short plat approval have either been installed or otherwise deferred through a Subdivision Improvement Agreement approved by the City that allows and defines the provisions for early issuance of building permits.  
 Yes       No\*

**4. Other Certificates on Plat Map:** Does the plat map include certificates for (a) the surveyor, (b) the City Engineer, (c) the City Finance Director, (d) the City Community & Economic Development Director, (e) the County Treasurer, and (f) the County Auditor, in the forms described in MTMC Section 17.03.040(H)?  
 Yes       No\*

**5. Corner Staking & Survey:** Has a registered land surveyor staked the corners of each proposed lot on the ground, and does the submitted proposed plat of survey reflect those corner markers?  
 Yes       No\*

**Additional Information Required for Preliminary Plats.**

**1. Acknowledgement of Review Time:** The following acknowledgement must be signed for fee simple unit lot subdivisions with divisions of 10 or more lots (preliminary subdivision plats):

I \_\_\_\_\_ (name of applicant) recognized that fee simple unit lot subdivisions require a more comprehensive review of compliance with City codes than standard subdivision plats and acknowledge and agree that under MTMC Section 17.09.070 the City has 120 days to render a decision for preliminary fee simple unit lot subdivisions; not 90 days as otherwise specified in Section 17.04.070 and RCW 58.17.140.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. **Existing Conditions Map (showing items required for standard preliminary subdivision plat applications):** One original and seven copies of an existing conditions map, drawn to a preferable scale of 1" = 20', but not less than one inch equal to 100 feet.  Yes  No\*

Does the existing conditions map include the following information?

1. The owners of adjacent land and the names of any adjacent subdivisions;  Yes  No\*
2. All environmentally sensitive areas and their buffers;  N/A  Yes  No\*
3. Topographic lines at two (2) foot intervals;  Yes  No\*
4. Approximate location and horizontal dimensions of existing buildings, structures, utilities, underground storage tanks, septic systems and associated drainfields, dimensions of all easements and/or streets within or adjoining the proposed plat, and applicable city or county file numbers;  Yes  No\*
5. Location of existing stormwater control/conveyance on or across the site;  Yes  No\*
6. Proposed lot lines, rights of way lines, easements (shown in relation to existing conditions);  Yes  No\*

3. **Plat Map (preliminary plat):** One original and seven copies of the preliminary plat map on one or more sheets of eighteen-inch by twenty-four inch paper<sup>8</sup>, of a preferable scale of 1" = 20', but not less than one inch equal to 100 feet.  Yes  No\*

Does the preliminary plat map include the following information?

- i. An arrow indicating north;  Yes  No\*
- ii. The boundary lines of the tract to be platted and the interior lot lines, and relationship to adjacent properties. (Heavy line weight);  Yes  No\*
- iii. Length and bearing of the boundary lines and proposed lot lines, referenced to the Washington Coordinate System, WM Zone (medium line weight);  Yes  No\*
- iv. Descriptions of all proposed lots, boundaries and approximate dimensions, including square feet of lot area for all lots and parcels within the proposed subdivision, together with the numbers to be assigned to each block and lot;  Yes  No\*
- v. Identification of the source of water supply for each lot, including water line and fire hydrant locations, generalized plans of proposed water distribution systems, storm sewers, sewerage systems and shoreline modifications, if any, including locations and sizing;  Yes  No\*
- vi. If the plat constitutes a re-plat, the lots, block, streets, etc., lines of the original plat are shown with dotted lines in their proper positions in relation to the new arrangement on the plat, the new plat being clearly shown in solid lines;  N/A  Yes  No\*
- vii. All environmentally sensitive areas, their buffers and minimum building setbacks (medium line weight);  N/A  Yes  No\*
- viii. Proposed final grading plan with topographical lines at two (2) foot intervals (fine line weight).  Yes  No\*

<sup>8</sup> A larger size sheet may be submitted in addition to the 18 X 24 sheet size to facilitate preliminary review, but the 18 X 24 size is required to show that required information can be legibly formatted and fitted to the sheet size required for recording.

- ix. Location of monuments or evidence used as ties to establish the boundaries shall be shown (medium line weight);  Yes  No\*
- x. Approximate location and horizontal dimensions of existing buildings, structures and improvements to be retained, utilities, underground storage tanks, dimensions of all easements and/or streets within or adjoining the plat (including dedications), and applicable city or county file numbers (fine line weight);  Yes  No\*
- xi. Location of proposed stormwater control/conveyance on or across the site (medium line weight);  Yes  No\*
- xii. The location of the nearest public street and utilities (medium line weight);  Yes  No\*
- xiii. The number assigned to each lot (heavy line weight);  Yes  No\*
- xiv. The boundaries of all lands reserved in the deed for common use of the property owners of the preliminary subdivision (heavy line weight);  Yes  No\*
- xv. A certification by the land surveyor stating that all surveying and platting requirements of MTMC Section 17.04.040(E) have been complied with.  Yes  No\*

4. **Corner Staking & Survey:** Has a registered land surveyor staked the corners of the lot to be subdivided, and does the submitted proposed plat of survey reflect those corner markers?  Yes  No\*

**Applicant’s Signature:** I certify to the best of my knowledge that the information provided on these supplemental application pages is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: All fields must be completed, including blank lines and check boxes. Any check box marked “no” that is demarcated by an asterisk could result in the application being deemed incomplete.*