

## Guide to Applying for a Preliminary Short Subdivision

A **short subdivision** (also referred to as a “short plat”) is a Type 2 land use decision for the division of land into nine or fewer lots subject to the review and approval of the Director of Community Development.<sup>1</sup> This guide will describe the process that an applicant for a short subdivision must undertake prior to submitting their full application for preliminary short subdivision.

The process for submittal, review, and approval of a preliminary short subdivision application involves the following steps:

1. Background Information
2. Feasibility Conference
3. Pre-Application Conference
4. Traffic Concurrency
5. Neighborhood Meeting
6. Application Submittal
7. Public Notice & Comment Period
8. Appeal Period
9. Next Steps

### 1. Background Information

Prior to completing a feasibility conference, an applicant for a preliminary short subdivision should collect the following basic information about their property:

- Zoning
  - Applicants may refer to the City of Sammamish’s [zoning map](#).
- Environmentally Sensitive Areas (reference *Chapter 21A.50 Sammamish Municipal Code [SMC]* for definitions and descriptions of environmentally sensitive areas)
  - Applicants may use [King County’s iMap](#) to determine whether your property lies within any environmentally sensitive zones, or obtain the services of a qualified consultant to do a survey.
- Density calculation
  - Density calculations to determine the number of allowable and required dwelling units per application. You may use the City of [Sammamish’s density calculation worksheet](#).
- Landscape Assessment

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<sup>1</sup> The definition of and regulations for short subdivisions are established in state law under [Chapter 58.17 RCW](#). Under the Sammamish Municipal Code, a subdivision with more than nine lots is referred to simply as a “subdivision” or “plat.”

- Conduct a basic land assessment of the property: is it hilly or flat? Forested or clear? Near a water body? This may be completed either by the applicant or a professional surveyor.

This information will help determine the current condition of the applicant's property, direct staff in determining if the proposal is ready for a Pre-Application Conference, and will be essential in the creation of a site plan that meets the requirements defined in the SMC. Additional documentation may be required depending on the characteristics of the property. Counter staff at the Permit Center at Sammamish City Hall can assist applicants in identifying what additional documents may be required.

Applicants are encouraged to review the following important sections of the SMC, to which the site plan will need to adhere:

- *Chapter 21A.25 SMC* – Development Standards – Density and Dimensions
- *Chapter 21A.30 SMC* – Development Standards – Design Requirements
- *Chapter 21A.35 SMC* – Development Standards – Landscaping and Irrigation
- *Chapter 21A.37 SMC* – Development Standards – Trees
- *Chapter 21A.50 SMC* – Environmentally Critical Areas

## 2. Feasibility Conference

The purpose of a feasibility conference is to informally assess the applicant's readiness for the Pre-Application Conference. Staff will review the background information about the proposal provided by the applicant to determine whether the applicant has performed adequate research to make a Pre-Application Conference feasible. A [Project Guidance Form](#), completed and signed by a member of the City staff, which summarizes the content of the feasibility conference, is a prerequisite for scheduling a Pre-Application Conference. If the materials presented by an applicant at the feasibility conference are deemed inadequate, they may be asked to complete additional research and return for a second conference.

## 3. Pre-Application Conference

Following a successful feasibility conference, the applicant may apply for a Pre-Application Conference via MyBuildingPermit.com. The purpose of a Pre-Application Conference is to provide an opportunity for staff to provide comment on a development proposal prior to submittal of a formal application. Where possible, staff will identify policies and regulations that will have an effect on the application, but the City provides no guarantee that every potential issue will be identified. In addition, staff from the Department of Public Works (streets and stormwater infrastructure), Eastside Fire & Rescue, and applicable local utility providers may attend and provide input. The staff's Pre-Application Conference notes will be provided to the applicant at the conference.

The documents required for a Pre-Application Conference request include:

- [Pre-Application Conference Form](#)
- [Project Guidance Form](#)
  - Form that summarizes information from the required project guidance/feasibility discussion.

- **Proposed Project Description**
  - Please provide a brief narrative of your project and what you would like to discuss during your Pre-Application Conference to guide the staff in their preparation for the meeting.
- [Density Calculation Form](#)
- **List of Questions for Discussion at Pre-Application Conference**
- **Proposed Site Plan (if applicable). See an example [here](#).**
  - Must include the following elements:
    - Proposed name of project, parcel number, and area of site (acres or square ft)
    - Location of existing public and private utilities, easements, and 100-year floodplain
    - Environmentally sensitive areas, as defined by *Chapter 21A.50 SMC*.
    - Location of on-site wetlands, upland wooded areas, riparian areas, rock outcroppings, and streams (if known)
    - Configuration and dimensions of all existing and proposed lots and tracts, including proposed park, open space, and or drainage tracts or easements
    - Location and dimensions of existing and proposed buildings, structures
    - Internal circulation system, name and location of existing and proposed roadways and roadway easements (private and public)
    - Location of existing and proposed on-site driveways and off-street parking
    - Location of existing off-site driveways across the street
    - Location and width of existing and proposed on-site pedestrian and bicycle facilities
    - Location and width of existing and proposed easement for access, drainage, etc.
    - Location of existing and proposed trees and other landscaping to be planted at the site
- **Applicable Background Information (such as discussed above)**

Applicants can upload their application documents through MyBuildingPermit.com. There is space to add additional documents as needed. Required supplemental and background documents must be submitted at this stage. Upon acceptance of the meeting, the applicant will be charged the \$248 fee for a Pre-Application Conference. Staff will schedule a Pre-Application Conference on a Wednesday a minimum of two weeks after receiving payment.

Please note that the more comprehensive and specific the information provided by the applicant, the more comprehensive and specific the response from staff reviewers will be.

#### 4. Traffic Concurrence

Following the Pre-Application Conference, applicants for a short subdivision must apply for and receive a [Traffic Concurrence Certificate](#) via MyBuildingPermit.com. The Concurrence Review will help to determine the cost of the applicant's Traffic Impact Fee. The Concurrence Review will take approximately one month to complete, and is valid for 180 days after issuance of the Certificate of Concurrence.

## 5. Neighborhood Meeting

Following the Pre-Application Conference but prior to submitting a full application, applicants for a preliminary short subdivision must conduct and attend a [neighborhood meeting](#) to discuss the proposed development. The purpose of a neighborhood meeting is to receive neighborhood input on and suggestions about the proposal. Requirements for neighborhood meetings are established in *SMC 20.05.035*. Within 30 days following the neighborhood meeting, the applicant must provide documentation of the meeting to the Community Development Director and all attendees.

## 6. Application Submittal

Completed [applications for preliminary approval of short subdivisions](#) must be received by the City within 120 days of the neighborhood meeting. Applications may be submitted either online via MyBuildingPermit.com or in person at Sammamish City Hall; to submit an application in person, please schedule [an intake appointment](#). No physical copies of application documents are required if applying online. Applicants applying in person must submit an electronic copy of their application documents. File names must contain the document type as listed on the application form, the name of the applicant, and the submittal date. For example: *Project\_Narrative\_Smith\_01-18-2017*.

In addition to the documents prepared for the Pre-Application Conference, the following documents will be required as part of a full application for a short subdivision (links to City-provided forms are included where available):

Document	Description
<a href="#">Acceptance of Financial Responsibility / Affidavit of Applicant Status</a>	
Arborist's Report	
Boundary, Topographic, and Land Features Survey	
Criterion Compliance Document	The applicant shall provide a narrative of how the proposal meets the applicable sections of the SMC, citing specific sections and stating how the proposal is in compliance.  Staff will use this description to determine whether the preliminary short subdivision meets the requirements outlined in the SMC. The clearer and more comprehensive this narrative is, the more expeditious the review of the application will be.
Critical Areas Affidavit	
Critical Areas Study (if applicable)	
<a href="#">Density Calculation Worksheet</a>	
<a href="#">Eastside Fire &amp; Rescue Review Sheet</a>	
Geotechnical Report	
Legal Description	

<p align="center"><b>Mailing List, Map, and Labels</b></p>	<p>Applicant must submit <u>3 sets</u> of mailing labels in the Avery 5160 template and one list of property owners within 1,000 feet of the applicant’s property line (or to owners of record of property within a 2,000-foot-wide column centered at the site and extending directionally with the natural drainage of the basin to the perimeter of the overlay or to the Lake Sammamish shoreline, as determined by the director, if the property is within an erosion hazards near sensitive water bodies overlay area).</p>
<p><b>Neighborhood Meeting – Proof of Completion</b></p>	
<p align="center"><b>Plan Set</b></p>	<p>3 copies per submittal and an electronic PDF are required. Per SMC 19A.04.300, “Short plat, preliminary” means a true and approximate drawing of a proposed short subdivision showing the general layout of streets, alleys, lots, and other elements of a short subdivision required by this title and Chapter 58.17 RCW. The preliminary short subdivision shall be the basis for the approval or disapproval of the general layout of a short subdivision.</p> <p>Engineering plans and reports must be wet stamped and signed by a Professional engineer licensed in the state of Washington.</p>
<p align="center"><b>Pre-Application Conference Notes</b></p>	
<p align="center"><b>Preliminary Technical Information Report</b></p>	<p>Engineering plans and reports must be wet stamped and signed by a Professional engineer licensed in the state of Washington. A Technical Information Report (TIR) is a comprehensive supplemental report required per SMC Title 13. It contains all technical information and analysis necessary to develop the site improvement plan including drainage design, offsite drainage review, flow control and water quality, erosion control, and geotechnical information. For preliminary application a basic version of this report is needed to provide support for the approval of the general layout of a short subdivision.</p>
<p align="center"><b>Project Narrative</b></p>	<p>The project narrative shall describe the proposed short subdivision, the geographic setting of the property, and include all relevant information to the application.</p> <p>If the project narrative is determined to be inadequate, the application will not be accepted.</p>

<p align="center"><b>Public Works Standards Deviation Request (if proposed)</b></p>	<p>Variation from the engineering standards contained in the PWS is a mechanism to allow the City to grant an adjustment in the application of the standards where there are unique circumstances relating to the proposal. The request must be based upon sound engineering judgement, and demonstrate that requirements for safety, environmental considerations, function, appearance, and maintainability are fully met and is in the best interest of the public. <u>Two copies are required if applicable.</u></p>
<p align="center"><a href="#"><u>SEPA Checklist</u></a> (if applicable)</p>	<p>Whether an applicant must provide a SEPA Checklist will be determined in the Pre-Application Conference. <u>Two copies</u> are required if applicable.</p>
<p align="center"><a href="#"><u>Signed Application Form</u></a> <b>Title Report</b></p>	<p>Title report must be less than 30 days old.</p>
<p align="center"><a href="#"><u>Traffic Concurrency Certificate</u></a></p>	<p>The Department of Public Works conducts a concurrency test to determine whether the proposed project will impact roadway level of service (LOS) to below the adopted LOS standards. This is based on approved PM peak hour project traffic trip generation as described in Chapter 14.15 SMC. See item 4 for more information.</p>
<p align="center"><b>Traffic Impact Analysis Report (if applicable)</b></p>	<p>Any development proposal that generates 10 or more new vehicle trips during the AM or PM peak hour is required to submit a Traffic Impact Analysis (TIA). A TIA may also be required for unique projects that may not generate 10 AM or PM peak hour trips. Refer to the Public Works Standards for TIA requirements. 4 copies are required if applicable.</p>
<p align="center"><b>Water &amp; Sewer Certificates or Septic System Approval</b></p>	<p>If using septic, King County Health Department preliminary septic approval is required at the time of submittal.</p>

**7. Public Notice & Comment Period**

Following the submittal of an application for a preliminary short subdivision, City staff will review the application and respond with a Letter of Completeness within 28 days. Pursuant to SMC 20.05.060, once the application is determined to be complete, a notice of application will be posted at the project site as a notice board and sent by first class mail to owners of record of property in an area within 1,000 feet of the site, or to owners of record of property within a 2,000-foot-wide column centered at the site and extending directionally with the natural drainage of the basin to the perimeter of the overlay or to the Lake Sammamish shoreline, as determined by the director, if the site lies within an erosion hazards near sensitive water bodies overlay area. The City is responsible for publishing the notice in a newspaper of record within 14 days of the department’s determination of completeness. A notice of application also triggers a 21-day period for the public to submit comments on the proposal.

After the 21-day comment period has expired and staff have completed their review and determination that the project is compliant with the SMC, staff will issue a Notice of Decision to the applicant, and any person who requested notice of the decision, recommendation, or submitted comments, in addition to noticing the public as described above for the Notice of Application.

## **8. Appeal Period**

A 21-day appeal period begins following the Notice of Decision. Appeals are heard by the Hearing Examiner within 45 days of filing.

## **9. Next Steps**

Following approval of the preliminary short subdivision, the applicant will begin the site development process, after which they are eligible to apply for final short subdivision.

*The information provided here is for guidance only, and does not constitute an exhaustive list of every possible step an applicant may need to complete.*