

SHORT SUBDIVISION – APPLICATION FOR PRELIMINARY APPROVAL

ABOUT PRELIMINARY APPROVAL FOR SHORT SUBDIVISIONS

A preliminary short subdivision, also known as a preliminary short plat, is for the division of land into nine or fewer lots.

Preliminary approval is the first step in the short subdivision process and is followed by approval, issuance of a site development permit, and final plat approval.

APPLICATION REVIEW PROCESS

Preliminary Approval of a Short Subdivision is a Type 2 land use decision made by the Director.

FEES

FEES APPLICABLE TO THIS PROJECT
Preliminary Short Subdivision review, Planning
Environmental Checklist Review (if applicable)
Preliminary Short Subdivision engineering review, Public Works
Fire Review
Critical Area Report Deposit
15% Technology Fee
See current fee schedule

Code Reference

Land divisions
[SMC 21.02.060](#)

Resources

[King County iMap](#)
[Sammamish Property Tool](#)
[Can I Subdivide? Guide](#)

Questions?

[Submit Project Guidance](#)
[Visit the Permit Center](#)

City of Sammamish
801 228th Ave SE
Sammamish, WA 98075
www.sammamish.us

SHORT SUBDIVISION – APPLICATION FOR PRELIMINARY APPROVAL



OWNER INFORMATION

☐ Owner is organized as an LLC*

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____

APPLICANT/REPRESENTATIVE INFORMATION

☐ Applicant is organized as an LLC*

Name: _____ Company: _____
(if applicable)

Address: _____

Phone: _____ E-Mail: _____

**O2020-513 requires owners/applicants organized as a single-member or multiple-member LLC to provide the names and addresses of all members, including all individuals who hold transferable interests in the applicant or its members. Please provide this information using the supplemental form on www.MyBuildingPermit.com.*

PROPERTY INFORMATION

Property Address: _____

Parcel Number(s): _____

Total Lot Area(s): _____ Total Critical Areas on Property: _____
(Square Feet) (Square Feet)

Please complete the below for any critical areas on property:

Type	Total Area (Square Feet)	Type	Total Area (Square Feet)
☐ Frequently flooded area	_____	☐ Lake	_____
☐ Landslide area	_____	☐ Critical aquifer recharge area	_____
☐ Seismic hazard area	_____	☐ Wetland	_____
☐ Erosion hazard area	_____	☐ Stream	_____
☐ Fish & wildlife habitat conservation area	_____		

Do you control the property where the work is being proposed (lease, easement, or fee-ownership)?

☐ Yes ☐ No

Property Information continued on next page

SHORT SUBDIVISION – APPLICATION FOR PRELIMINARY APPROVAL



PROPERTY INFORMATION CONTINUED

Is the proposed project located on a parcel that abuts the King County Trail Corridor?

☐ Yes ☐ No

Does the proposal require the use of or crossing the King County East Lake Sammamish Regional Trail for access to the project site?

☐ Yes ☐ No

Are you willing to allow native plant salvage of existing native vegetation located within clearing limits that will be impacted by construction prior to the start of construction?

☐ Yes ☐ No

SUBMITTAL CHECKLIST

A PDF of each document is required at time of submittal. Please label files as numbered and listed below:
(For example: *02 Project Narrative*)

- ☐ 01. Signed Application Form
- ☐ 02. Project Narrative
- ☐ 03. Preapplication Conference Letter
- ☐ 04. Acceptance of Financial Responsibility - Affidavit of Applicant Status
- ☐ 05. Density Calculations
- ☐ 06. Historic Resources Affidavit
- ☐ 07. Water & Sewer District Approval
- ☐ 08. Preliminary Septic Approval (if required)
- ☐ 09. Future Sewer Connection Agreement (**only for projects with approval from King County Public Health for on-site or community sewage system and/or group b water systems or private wells**)
- ☐ 10. Eastside Fire & Rescue Plan Review Sheet
- ☐ 11. Neighborhood Meeting – Proof of Completion
- ☐ 12. Title Report (<30 days old)
 - Must be less than 30 days old
 - Must be for the parcel(s) related to this application
- ☐ 13. Legal Description
 - Must be for parcel(s) related to this application
 - Must be a title verified description by a Washington State licensed surveyor

Submittal Checklist continued next page

SHORT SUBDIVISION – APPLICATION FOR PRELIMINARY APPROVAL

SUBMITTAL CHECKLIST CONTINUED

- ☐ 14. Mailing List, Map, and Labels
 - Include all property owners within 500 feet of the site (radius must be large enough to include a minimum of 20 separate property owners)
 - Utilize the Excel template provided and upload a PDF version, with the map, under “Mailing List, Map, and Labels” in MyBuildingPermit.com
 - After submittal, the City will request the Excel version of the template via email
- ☐ 15. SEPA Checklist
- ☐ 16. Critical Area Affidavit
- ☐ 17. Critical Area Study (if applicable)
- ☐ 18. Geotechnical Report
- ☐ 19. Arborist Report
- ☐ 20. Criteria Compliance Narrative
 - Can be a matrix and/or narrative format
 - Details how the application meets all applicable local and state regulations
- ☐ 21. Survey – Boundary and Topographic
- ☐ 22. Traffic Concurrency Certificate
- ☐ 23. Traffic Impact Analysis Report
 - For proposals generating 10 or more new vehicle trips during AM or PM peak hour
 - May also be required for projects not generating 10 AM or PM peak hour vehicle trips (see the [Public Works Standards](#) for requirements)
- ☐ 24. Storm Drainage Analysis (Technical Information Report)
- ☐ 25. PW Standards Deviation (if proposed)
- ☐ 26. Plan Set
 - Must be prepared by a licensed land surveyor or engineer and include:
 - The name and seal of surveyor or engineer
 - Space for the file number of short subdivision to be added after the application is accepted
 - The location by section, township and range, scale, legal descriptions
 - The date and north arrow
 - A delineated boundary of plat and plat meander lines or reference lines along bodies of water

[Plan Set continued on next page](#)

Submittal Checklist continued next page

SHORT SUBDIVISION – APPLICATION FOR PRELIMINARY APPROVAL

SUBMITTAL CHECKLIST CONTINUED

24. Plan Set (**Continued**)

- The true courses and distances to nearest established street lines, municipal, township, city or section lines tied to the lines of short-subdivision by distance and course, radii, internal angles and points of curvature, tangent bearings and lengths of all area
- The dimension, square footage and labeling shown on all public and private streets and adjoining streets (i.e., private roads, alleys, driveways, access points), on-site recreational, open space and play areas, land below ordinary high-water mark
- Critical areas and buffers per SMC 21A.50, public rights-of-way, ground detention facilities, lots, lot numbers and tract letters
- The location and labeling of all property lines, easements, dedications, existing structures, zoning setbacks, fire hydrants (existing or proposed within 1,000 ft. of short plat), transit stops and monuments, sidewalks & planning features assuring safe walking conditions for school age children
- Septic system, including tanks, water supply, distribution system and sewage disposal methods including drain fields and reserve areas (**if applicable**)
- Reference to recording number of completed survey (**if boundaries were previously surveyed**)
- Signature blocks for city and county officials and property owners

CERTIFICATIONS & SIGNATURES

I have read this application in its entirety and certify that all information submitted, including any supplemental information, is true and complete to the best of my knowledge. I acknowledge that willful misrepresentation of information will terminate this permit application. I understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed pursuant to [Chapter 20.05 SMC](#).

Owner Signature: _____ Date: _____

Applicant/Representative Signature (if applicable): _____ Date: _____

ONLINE SUBMITTAL INSTRUCTIONS

1 Create an account on [MyBuildingPermit.com](https://mybuildingpermit.com).

2 Select “Apply For Permit” and then select “Sammamish” as the jurisdiction.

3 Select the following:

Application Type
Land Use

Project Type
Any Project Type

Activity Type
Land Division

Scope of Work
Short Plat - Preliminary

4 Complete & save this form before uploading it in the “File Upload” section along with the required submittal documents.