

# PLAT AND SHORT PLAT ALTERATION APPLICATION

## ABOUT PLAT & SHORT PLAT ALTERATION

Short plat alterations and plat alterations are required when an applicant requests a change to a recorded subdivision. These changes may include:

- Creation of additional lots
- Changes in open space requirements
- Recognition of an existing non-buildable lot
- Changes in the Hearing Examiner’s conditions of approval

## APPLICATION APPROVAL

A Short Plat Alteration is a Type 2 decision made by the Director.

A Plat Alteration is a Type 3 decision subject to a hearing and decision by the Hearing Examiner based on the recommendation of the Director.

## FEES

Applicants are responsible for providing an initial deposit (as well as additional deposits as needed) to cover all application review costs.

FEES APPLICABLE TO THIS PROJECT
Counter Service Intake, Type 2 (Short Plat Alteration)
Counter Service Intake, Type 3 (Plat Alteration)
Preliminary Review Deposit
Environmental Consultant Services (if applicable)
Environmental Checklist Review (if applicable)
<a href="#">See current fee schedule</a>

## Code Reference

Alterations of Final Plats  
[SMC 19A.16.070](#)

Alterations of Final Short Plats  
[SMC 19A.16.080](#)

## Resources

[King County iMap](#)  
[Sammamish Property Tool](#)

## Questions?

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

City of Sammamish  
801 228th Ave SE  
Sammamish, WA 98075  
[www.sammamish.us](http://www.sammamish.us)

# PLAT AND SHORT PLAT ALTERATION APPLICATION



## 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](http://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)
<input type="checkbox"/> Frequently flooded area	_____	<input type="checkbox"/> Lake	_____
<input type="checkbox"/> Landslide area	_____	<input type="checkbox"/> Critical aquifer recharge area	_____
<input type="checkbox"/> Seismic hazard area	_____	<input type="checkbox"/> Wetland	_____
<input type="checkbox"/> Erosion hazard area	_____	<input type="checkbox"/> Stream	_____
<input type="checkbox"/> Erosion hazard near sensitive water bodies overlay	_____	<input type="checkbox"/> 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**

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## 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

## 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
  - Briefly describe the site and the project
- 03. Preapplication Conference Letter
- 04. Acceptance of Financial Responsibility - Affidavit of Applicant Status
- 05. Water Availability Certificate
- 06. Sewer Availability Certificate
- 07. Preliminary Septic Approval (if required)
- 08. Title Report (<30 days old)
  - Must be less than 30 days old
  - Must be for the parcel(s) related to this application
- 09. Declaration of Covenant & Easement
- 10. Legal Description
  - Must be for parcel(s) related to this application
  - Must be a title verified description by a Washington State licensed surveyor
- 11. Mailing List, Map, and Labels
  - Include all property owners within 1,000 feet of the site (2,000 feet for properties within the Erosion Hazard Near Sensitive Water Bodies overlay)
  - Utilize the Excel template provided and upload a PDF version, with the map, under “Mailing List, Map, and Labels” in [MyBuildingPermit.com](http://MyBuildingPermit.com)
  - After submittal, the City will request the Excel version of the template via email
- 12. SEPA Checklist

**Submittal Checklist continued on next page**

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## SUBMITTAL CHECKLIST CONTINUED

- 13. Critical Area Affidavit
- 14. Criteria Compliance Narrative (if required)  
Detail how the application meets each of the criteria listed in [SMC 20.10.220](#).
  - Describe the type of alteration requested
  - Describe proposed provisions to improve and maintain the health, safety and general welfare of the public
  - Identify and describe any impacts to the following: open spaces, drainage ways, streets or roads/alleys or other public ways, portable water supplies, sanitary wastes, parks/recreation, playgrounds, schools/ school grounds, and safe walking conditions for students
  - Describe how the public use and interest will be served by the alteration
- 15. Calculations, Lot Closures, Lot Summary
- 16. Traffic Concurrency Certificate (if applicable)
- 17. Storm Drainage Analysis (Technical Information Report) (if applicable)
- 18. PW Standards Deviation (if proposed)
- 19. Plan Set
- 20. Agreement about Restrictive Covenant  
The City recommends this agreement be created by an attorney and be formatted as a petition-style document with process description and project scope at the top and area for signatures below. The agreement should include:
  - A description of the process, following [SMC 19A.16.070](#) or [SMC 19A.16.080](#) and other relevant code sections
  - The project scope
  - The full name, parcel number of the owned property, mailing address, signature and date of each person having interest in lots, tracts, parcels or divisions in the subject subdivision to be altered (or portion to be altered)
  - Upload a PDF of the signed Agreement under “Other” in [MyBuildingPermit.com](#)

## 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: \_\_\_\_\_

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## ONLINE SUBMITTAL INSTRUCTIONS

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

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- 2 Select "Apply For Permit" and then select "Sammamish" as the jurisdiction.

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- 3 Select the following:

<u>Application Type</u>	<u>Project Type</u>	<u>Activity Type</u>	<u>Scope of Work</u>
Land Use	Any Project Type	Land Division	Plat Alteration

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