COMMUNITY DEVELOPMENT DEPARTMENT
33325 8th Avenue South
Federal Way WA 98003
253-835-2607; Fax 253-835-2609
www.cityoffederalway.com

SHORT SUBDIVISION SUBMITTAL REQUIREMENTS

PURPOSE

A short subdivision (short plat) is the division or re-division of land into nine or fewer lots for the purpose of sale, lease, or transfer of ownership. A short subdivision may be a conventional or cluster subdivision, cottage housing, zero-lot line townhouse development, or small lot detached development of nine or fewer lots, as well as a binding site plan. A short subdivision must be approved and recorded before newly created lots may be legally sold.

WHO MAKES THE DECISION

The Community Development Director will make the decision on the short subdivision. The application is processed under the provisions of *Federal Way Revised Code* (FWRC) Chapter 18.30, "Short Subdivision Plats." Your application will be evaluated on the basis of the information you provide, the criteria listed in the pertinent sections of the city's regulations, and inspection of the property. Short subdivisions shall be designed to the standards of Chapter 18.55 and Chapter 18.60 FWRC. Upon determining that the short subdivision application is complete, the city will distribute a notice of complete application.

APPEALS

A short subdivision decision can be appealed. The City of Federal Way Hearing Examiner decides appeals of short subdivision decisions after a public hearing. See FWRC 18.30.140, et seq. for detailed information regarding appeals of short subdivision decisions.

RECORDING

The applicant records the approved short subdivision with the King County Division of Records and Elections, at their expense. Before the action is considered complete, a copy of the document (referred to as a short plat), stamped with the recording number, must be returned to the city for a final review and placement in the official file.

COMPLIANCE WITH SEPA

Short subdivisions are typically exempt from *State Environmental Policy Act* (SEPA) review. However, a SEPA checklist and corresponding fee will be required if the short subdivision occurs on land covered by water, or the short subdivision is a further subdivision of a previously exempted short subdivision. For a detailed explanation of the city's environmental policy, refer to FWRC Title 14.

ENVIRONMENTALLY CRITICAL AREAS

Projects that involve work within environmentally critical areas may require that the city contract out for expert technical assistance. Pursuant to FWRC 19.145.080, the applicant is responsible for providing any information, mapping, studies, and materials; and having the city's third party consultant review the materials for compliance. You will be advised at an early point in the process if your project will be subject to these types of expenses.

SHORELINES

Short subdivisions that are within 200 feet of the ordinary high water mark of Puget Sound, Steel Lake, North Lake, or Lake Kilarney require review under the city's Shoreline Master Program (SMP). The SMP development regulations can be found in FWRC Title 15. Applicants should speak with department staff for further information regarding shoreline regulations prior to submitting a formal application.

TRAFFIC-RELATED REQUIREMENTS

All short subdivisions are subject to transportation concurrency and Traffic Impact Fee requirements. Refer to Concurrency Application Information and Traffic Impact Fee handouts for additional information.

PREAPPLICATION CONFERENCE

Applicants are encouraged to schedule a preapplication conference to become familiar with FWRC requirements, policies, and regulations. It is also an opportunity to coordinate with city departments and obtain their comments on the proposed subdivision. Refer to the city's preapplication conference handout for information on the process.

HOW TO APPLY

The applicant (owner or owner's appointed agent) files a complete application with the Community Development Department using the Master Land Use Application form, which can be obtained at our office or on the city's website (www.cityoffederalway.com).

A complete application is required before the city can proceed with technical analysis and make an informed decision on your application. Following is a list of materials that must be submitted with your application. Please do not turn in your application until all items on the list that apply to your proposal have been included. Consult with the Community Development Department's Permit Center (253-835-2607, or permitcenter@cityoffederalway.com) if you have a question. All application materials become public information.

SHORT SUBDIVISION SUBMITTAL REQUIREMENTS

Project Name: _____

Project Description: _____

_____

Applicant/Agent: _____

File No(s): _____

Required	Submitted	
☐	☐	Completed Master Land Use Application, including the signature of persons with ownership interest in the property. Agent authorization is required if the application is not signed by owners of all subject parcels.
☐	☐	All application fees
☐	☐	Concurrency application with associated fee
☐	☐	**Two** copies of a computation sheet (with surveyor's seal) that provides the square footage of all streets, individual lots, and tracts, and total area contained within the subject parcels, i.e. lot closure calculations.
☐	☐	**Two** copies of a title report for the subject property, prepared within 90 days, including any easements or restrictions affecting the properties with a description, purpose, and reference by auditor's file number and/or recording number; parties of interest; and any restrictions or covenants running with the property.
☐	☐	**Two** copies of certificate of water availability, signed within a year of the date of application.
☐	☐	**One** copy of certificate of sewer availability, signed within a year of the date of application, unless the site is to be served by an on-site septic system; *or* **One** copy of the Seattle-King County Health Department approval of the proposed subdivision if the project is to be served by an on-site septic system.
☐	☐	Site photographs from each compass point (north, east, south, & west) with location of photo referenced on the site plan
☐	☐	**Two** copies of a preliminary Technical Information Report (TIR), if required per the *King County Surface Water Design Manual* (KCSWDM).
☐	☐	**Two** copies of a critical area report, if required per FWRC 19.145.080
☐	☐	**Seven** full size prints of the proposed short plat drawing *as specified below* AND **one** copy on 11 by 17 inch paper. • Drawings shall be folded to 9 x 12 inches. • The drawing shall be 18 x 24 inches in size, drawn to a scale of 1″=50′ or larger, on the city's standard short plat title block form (available on line), and must comply with the provisions of RCW 58.09 and WAC 332-130. • One set of reproducible mylar drawings will be required after the short plat is approved, prior to signing and recording.
☐	☐	Additional information as required by Community Development and/or Public Works.

Required	Submitted	
☐	☐	**Preliminary Engineering Drawing**
		Seven copies showing the location and size of all ditches, culverts, catch basins, and other parts of the design for the control of surface water drainage. Also include all right-of-way improvements on the drawing. (This is a separate sheet from the short plat map.)
☐	☐	**Preliminary Clearing and Grading & Tree/Vegetation Retention Plan**
		Seven copies consistent with requirements of FWRC Chapter 19.120.040, "Clearing, Grading and Tree and Vegetation Retention."
☐	☐	**Short Subdivision Drawing** including, but not limited to:
		• Proposed name of the short subdivision. (You may wish to check with the city to make sure the name has not been taken yet.) • Name, address, and phone number of each property owner. • Location by section, township, range, and/or other legal description. • Name, address, and phone number of the developer. • Name, address, and phone number of the registered land surveyor. • Scale of drawing, north arrow, and date (subsequent resubmittals must have a revision date). • Existing topography of the land indicated by contours of 2-foot intervals for slopes less than 15 percent and 5-foot intervals for slopes of 15 percent or greater. Vertical Datum (NGVD-29 or KCAS). • Location and extent of significant natural features on and immediately adjacent to the site. Such features shall include but are not limited to streams, wetlands, views, stands of trees, and water bodies to the extent that significant natural features and/or their associated buffers affect the short subdivision. • Comprehensive plan and zoning classification of the proposed short subdivision site and adjoining properties. • Adjacent ownerships and the land or lot divisions of adjoining properties not in common ownership for a distance of at least 100 feet around the perimeter of the property proposed for subdivision. A separate list of names may be used for clarification purposes. • Location, widths, and names of existing or prior streets, railroad, or utility rights-of-way or easements, access easements, parks and other public spaces, and existing permanent structures to be retained within and adjacent to the proposed short subdivision. Where the property has been previously subdivided, the original lots, blocks, streets, easements, etc., shall be shown by dotted lines. Show distance between existing structures to be retained and property lines. (Show pavement widths, planter strips, sidewalks, utility poles, etc.) • Existing and conceptually proposed water, sewer, and drainage facilities on, under, or over the land showing size, grades, and locations. • Location, widths, and names of proposed streets, utility rights-of-way, and easements. • Layout, number, lot sizes, and dimensions of proposed lots. Include the square footage of each lot. • Parcels of land intended to be dedicated for public use, or reserved for use of owners of the property in the short subdivision. • A statement explaining how open space shall be provided. For a conventional short subdivision, open space in the amount of 15 percent of the gross land area of the subdivision site is required to be provided. If the city determines that the location, quality, or extent of the required open space would not fulfill the intent or purpose of useful common open space, a payment of an equivalent fee-in-lieu of the required project open space shall be paid pursuant to FWRC 18.55.060(2).

☐	☐	**Short Subdivision Drawing** *(continued)*
		• Building setback lines. • Typical roadway sections including streetlights and street trees (existing and proposed). • Vicinity map with labeled streets and north arrow. • Basis of bearing, statement of equipment and procedures used, indication of perimeter boundary, lot, and right-of-way lines with a notation of bearings or azimuth from the north, distances, and curve data, as well as the location and description of all monuments, both found and set. • Statement of equipment and procedures used. • Existing addresses, if applicable. • Indication of perimeter boundary, lot, and right-of-way lines with a notation of bearings or azimuth from the north, distances, and curve data. • Location and description of all monuments both found and set. • The city's file number will be assigned upon application. Include the file number on subsequent resubmittals.

Required **Submitted**

☐	☐	**Information for Buildable Lands Calculation** **(Please provide this information in tabular form on the face of the plat.)**

Category	**#Acres**
Gross Plat Area – Acreage of the site to be platted prior to any dedications or set-asides.	
Critical Areas – Acreage precluded from development due to wetlands and buffers; streams and buffers; regulated lakes and buffers; shoreline setbacks; flood hazard areas; erosion hazard areas; and landslide hazard areas.	
Rights-of-Way – Acreage dedicated for public rights-of-way (both newly created streets and expansions of existing streets); private access tracts or easements; alleys.	
Public Purpose – Acreage of site to be used for retention/detention/drainage facilities; open space and parks; or other on-site public facilities. Do not include public utilities easements or landscaping.	
Net Plat Area – Gross plat area minus critical areas, rights-of-way, and public purpose. In most cases, this will be the sum of the areas of the house lots.	

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