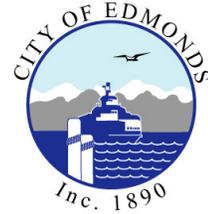


City of Edmonds Development Information



Preliminary Plat Review (Short and Formal Subdivision)

This handout summarizes the procedure for filing a preliminary subdivision application in the City of Edmonds. Preliminary plat review is the first step of the three-step subdivision process. If preliminary approval is received, you must then submit civil improvement plans for review and approval. Finally, once the civil improvements have been approved and installed or bonded for, final plat approval is required (see Handout P73c).

DEFINITION: A short subdivision is a division of land into four or fewer lots. A formal subdivision is a division of land into five or more lots.

BASE FEES: \$1,140 Preliminary Short Subdivision | \$3,930 Preliminary Formal Subdivision
\$845 Modification Request (per request, if applicable)
\$485 SEPA Review Fee (if applicable)
Note: Additional fees will apply.

SUBDIVISION REVIEW CRITERIA

All subdivisions are subject to Edmonds Community Development Code (ECDC) Chapter 20.75, specifically those criteria found in ECDC Section 20.75.085. These criteria include environmental impacts, lot layout, street layout, required street dedications, public improvements, and flood plain management. It is the applicant's responsibility to demonstrate compliance with the criteria. The proposal is also reviewed for compliance with the Zoning Ordinance and all other applicable regulations of the Edmonds Community Development Code.

SUBDIVISION REVIEW PROCESS

An application for a short subdivision is a Type II decision, whereas a formal plat is a Type III-B decision pursuant to ECDC 20.01. After determination of a complete application, staff prepares a tentative processing schedule. For a short subdivision, Planning Division staff makes a preliminary decision after the comment period has ended and after a detailed review of all information submitted. For a formal subdivision, Planning Division staff makes a recommendation to the Hearing Examiner at a public hearing. The Hearing Examiner issues the decision on the preliminary review of a formal subdivision. As required by the State, City review must be completed within 90 days of determination of a complete application (this excludes time the applicant is responding to any request for additional information by the City). Review of the application may also include review by external agencies such as the school district, utilities, Department of Transportation, etc.

PRE-APPLICATION MEETING (OPTIONAL)

An optional pre-application meeting is available through the Development Services Department. Please contact a Planner for information on fees and submittal requirements for a pre-application meeting. If the applicant follows through with a subdivision application, half of the pre-application meeting fee will be applied to the subdivision application fees.

APPLICATION MATERIALS CHECKLIST

- **Land Use Application Form:** Completed and signed by the property owner(s) and applicant.
- **Cover Letter:** Statement addressing how the proposed subdivision meets all applicable standards, requirements, and criteria of the Edmonds Community Development Code and Comprehensive Plan.
- **Filing Fee:** The filing fee, and any SEPA or modification fees, shall be paid at the time of preliminary subdivision submittal. Note that review fees for civil improvements and final subdivision review will be required later in the process if preliminary approval is granted.
- **Critical Areas Checklist:** Prior to submittal, the applicant must have a Critical Areas Determination issued by the Planning Division, or the applicant must submit a Critical Areas Checklist concurrently with the subdivision application (see Handout P20).
- **Environmental Checklist (SEPA):** An Environmental Checklist and SEPA review fee is required for all formal subdivisions and for short subdivisions if the subject site includes lands covered by water (see Handout P71).
- **Adjacent Property Owners List:** Refer to Handout P2 – Public Notice Requirements for instructions on compiling an adjacent property owners list.
- **Title Report:** Submit a title report or plat certificate for the subject property/properties, prepared within 30 days of application submittal.
- **Legal Descriptions:** Submit accurate legal descriptions of the existing lots and legal descriptions for the proposed lots. The legal descriptions must be prepared, stamped and signed by a professional land surveyor registered in the State of Washington or certified by a title insurance company doing business in Snohomish County. If the plat is to be recorded on an 18 by 24-inch sheet, the legal descriptions may be shown on that map as distances and bearings, as required by WAC 332-130-030 through 050.
- **Preliminary Plat (submit 5 large copies and 1 copy reduced to 11”x17” or smaller):** Submit a preliminary plat drawing of the proposed division of land, showing the existing conditions and the general proposed layout of streets, alleys, lots, and blocks. A professional land surveyor registered in the State of Washington must prepare the preliminary plat drawing. The scale used must be sufficient to clearly show all details of the proposal. A scale of 20 feet to one inch is preferred; other engineering scales may be used if necessary. In order to properly review the proposal, the following information must be provided on the plat drawing. Please note, during review of the proposal, it may be determined that additional information is required.
 - (1) Plat name or property owner name and address(es) of the existing lot(s) proposed for subdivision.
 - (2) Name, address, seal and signature of the land surveyor who prepared the plat drawing.
 - (3) Date drawing was prepared or revised, scale, north point, quarter section, section, township and range number.
 - (4) Total acreage of the land to be divided, and gross and net areas in square feet of each proposed lot.
 - (5) Existing land use zoning.
 - (6) Lot dimensions and identifying lot numbers.
 - (7) Setback lines required by the existing land use zoning.
 - (8) Lot coverage calculations for all proposed lots.
 - (9) Critical areas delineations, buffers, steep topography, or other unusual limitations on the building site.

- (10) Existing property lines within, or adjacent to the proposed subdivision, and the names of the adjacent property owners.
 - (11) Contour lines in areas to be developed shall be at two-foot intervals, or as specified by the Planning Division. Ten foot intervals may be used in areas not to be developed. All contour lines shall be extended into adjacent properties a distance sufficient enough to show the topographical relationship of adjacent property to the proposed subdivision.
 - (12) Location, name and width of all existing and proposed street right-of-ways, and/or easements within or adjacent to the proposed subdivision as well as the street grade and pavement location of existing and proposed streets.
 - (13) Location of all existing structures within the proposed subdivision. Indicate existing structures to be removed, if any.
 - (14) Public area or areas to be owned in common by the lot owners, if any.
 - (15) Location of known or suspected soil or geological hazard areas, water bodies, creeks and areas subject to flooding.
 - (16) Existing or proposed restrictions on the use of the land, if any.
 - (17) General location of tree-covered areas and specific locations of individual trees over eight inches in diameter.
 - (18) Plat drawings shall be prepared for recording in accordance with the Snohomish County Auditor's Recording Department, including appropriate margins and any other requirements. Please contact the Snohomish County Auditor's Recording Department for additional information.
- **Preliminary Development Plan (submit 3 large copies and 1 copy reduced to 11"x17" or smaller):** Submit a preliminary development plan showing general proposed layout of streets and lots, existing and proposed utilities, existing and proposed frontage improvements, driveway access points, grading, etc. A scale of 20 feet to one inch is preferred; other engineering scales may be used if necessary. In order to properly review the proposal, the following information must be provided on the preliminary development plan. Please note, during review of the proposal it may be determined that additional information is required.
- (1) Existing and proposed contours at two-foot intervals showing preliminary plan for grading for the development. State quantities of cut and fill. If quantities are in excess of 500 cubic yards, a profile of the proposed roads will need to be provided.
 - (2) Location of existing and proposed underground utility lines, sanitary sewer systems, water mains and water service lines adjacent to or within the proposed subdivision.
 - (3) Determine project classification and category (Large Site or Small Site Category 1 or 2) and provide outline showing compliance with applicable minimum requirements per ECDC 18.30 and Stormwater Supplement (see handout E72).
 - (4) Location of existing and proposed storm systems adjacent to or within the proposed subdivision. Indicate pipe size & material and show catch basins with rim and invert elevations. Also show open ditch storm systems and drainage swales, when applicable. All storm connections shall occur at a catch basin. Storm catch basins shall be installed in the gutter line, as required.
 - (5) Location of proposed on-site storm drainage system(s) and connection to City storm system, when applicable. Where soils allow, applicants are encouraged (and in some cases required) to manage stormwater on site through the use of low impact development techniques such as rain gardens, pervious pavement/concrete/pavers, etc.
 - (6) Infiltration systems are also encouraged for storm water management to the fullest extent practicable only if site conditions are appropriate and ground water quality is protected. Provide percolation tests and reasons for which infiltration is being proposed, including but not limited to, the lack of a public storm drainage system in the area.
 - (7) Existing and proposed driveway approaches. Clearly indicate proposed points of access for each lot. Access points shall meet minimum AASHTO standards for sight distance.

- (8) Location of existing and proposed public sidewalks. If sidewalks are not shown on preliminary development plan, a request for waiver from the requirements shall be submitted. Please refer to Edmonds Community Development Code 18.90. If sidewalks are to be located within adjacent jurisdiction, and a request for waiver is being sought, request shall be submitted to the adjacent jurisdiction with a copy of the letter provided to the City of Edmonds.
- (9) Proposed road sections showing proposed roadway, sidewalks, parking, etc., and indicating the widths of all.
- **EUC Contact Form:** Submit Edmonds Utilities Consortium (EUC) Customer-EUC Contact Form with confirmation numbers from all applicable utility providers, demonstrating each utility company has been informed of the proposed subdivision.
 - **Letter of Approval for Utility Connections (if applicable):** For subdivisions requiring connection to water and/or sewer utility systems owned by an entity other than the City of Edmonds, a letter from the adjacent property owner or utility purveyor shall be submitted providing preliminary approval to make connection to the utility system.
 - **Letter of Approval/Record of Easement for Access (if applicable):** For subdivisions requiring access across property owned by an entity other than the City of Edmonds, a letter from the adjacent property owner or jurisdiction must be submitted providing preliminary approval for access. Where easements are already established, a record of easement shall be provided to the city.
 - **Shoreline Substantial Development Permit (if applicable):** For subdivisions that require civil improvements in excess of \$5,817 within the Shoreline jurisdiction, a shoreline substantial development permit is required (see Handout P72).

NOTICE OF INTENT

A Notice of Intent (NOI) is required by the Department of Ecology if the proposed construction project disturbs one or more acres of land through clearing, grading, excavating, or stockpiling of fill material, and if there is any possibility that stormwater could run off your site during construction and into surface waters or conveyance systems leading to surface water of the state. Please refer to "Stormwater General Permit" handout for more information.

MODIFICATION REQUESTS

A modification is an alteration to a subdivision requirement that must meet all of the same criteria as a variance. Examples of modification requests include reductions in minimum required lot area, setbacks, etc. If the proposed preliminary plat contains a modification request, a written response to the variance criteria listed in ECDC 20.85 is required as part of the application. An additional fee is required for each modification request.

EXPIRATION OF PRELIMINARY APPROVAL

Please note that an approved preliminary plat shall expire and have no validity at the end of five years from the date of approval unless final plat approval has been obtained and the plat has been recorded with the Snohomish County Auditor

Note: This information should not be used as a substitute for City codes and regulations. The Edmonds Community Development Code (ECDC) may be viewed at www.edmondswa.gov. The applicant is responsible for ensuring compliance with the fees and regulations that are applicable at the time of submittal. If you have a specific question about a certain aspect of your project, please contact the Planning Division at 121 Fifth Avenue North, (425) 771-0220. Please note that other local, state, and/or federal permits or approvals may be required.