

12835 Newcastle Way, Suite 200, Newcastle, WA 98056 www.newcastlewa.gov

# **PRELIMINARY PLAT** SUPPLEMENTAL APPLICATION FORM

Preliminary Plats

## A preliminary plat is defined as, “a neat and approximate drawing of a proposed subdivision showing

## the general layout of streets, private streets, alleys, lots, blocks and other elements of a

## subdivision consistent with the requirements of this title. The preliminary plat shall be the basis

## for the approval or disapproval of the general layout of a subdivision of ten (10) or more lots.” ([NMC 20.01.020](https://newcastle.civicweb.net/filepro/documents/36850?preview=40351))

## How to Submit

Electronic submittals are strongly suggested. Applicant must follow the City’s [electronic document submittal requirements](http://newcastlewa.gov/UserFiles/Servers/Server_4026035/File/Departments/Community%20Dev/New%20Applications%20and%20Handouts/ElectronicDocumentSubmittalRequirements_20190125.pdf) found on the City’s website. An application may be returned if all requirements are not followed.

**Questions?** Email [permit@newcastlwa.gov](mailto:permit@newcastlwa.gov)

**Project Information**

Permit Number (if known):Click here to enter text.

Project Name: Click here to enter text.

Parcel Number(s):Click here to enter text.

**Applicant’s Submittal Requirement Checklist and Descriptions**On the following pages you will find descriptions of the required items

| Applicant: Please check the box for Yes, No, or N/A in the column to the left of the Requirement Description | | | |
| --- | --- | --- | --- |
| Yes | No | N/A | Requirement Description |
| **GENERAL QUESTIONS** | | | |
|  |  |  | As a Type IV application, has a **pre-application conference** been held with the City of Newcastle within the past 12 months pertaining to this proposal as required by NMC 19.09.010(A)?   Date of Preapplication Conference: Click here to enter a date. |
|  |  |  | Does this proposal reflect the comments provided by the City at the pre-application conference? If not, please explain:   Click here to enter text. |
|  |  |  | Is the proposed subdivision located **adjacent to the right-of-way of a State highway**? *If yes, the City shall give written notice of the application, including a legal description of the subdivision and a location map, to the State Department of Transportation, per* [*RCW 58.17.155*](https://app.leg.wa.gov/RCW/default.aspx?cite=58.17) |
|  |  |  | Is the proposed subdivision **located in whole or in part within a designated floodplain**? *If yes, the City shall give written notice of the application, including a legal description of the subdivision and a location map, to the State Department of Ecology, per* [*RCW 58.17.120.*](https://app.leg.wa.gov/RCW/default.aspx?cite=58.17) *The preliminary plat then requires written approval from the Department of Ecology.* |
| **REQUIRED REPORTS** | | | |
| **Title Report** | | | |
|  |  |  | Have you included with this application a title report dated by the title company within thirty (30) days of the date of submitting this application? |
|  |  |  | Does the title report confirm that the title of the lands as described and shown on the proposed plat are in the name of the applicant, or in the name of the owner whom the applicant represents? |
|  |  |  | Have you included **all encumbrance documents**? This includes all copies of easements, deed restrictions or other encumbrances restricting the use of the site. |
| **Critical Areas Report** | | | |
|  |  |  | Does your project include a critical area as defined in [NMC18.24](https://www.codepublishing.com/WA/Newcastle/#!/Newcastle18/Newcastle1824.html)? |
|  |  |  | If yes, has a critical areas report been included with your application? |
| **Arborists Report** | | | |
|  |  |  | Are there significant trees within the interior of the lot? |
|  |  |  | If so, have you included an arborists’ report with this application? |
| **Geotechnical Report** | | | |
|  |  |  | Has a geotechnical report been included with your application? |
| **State Environmental Policy Act Checklist (SEPA)** | | | |
|  |  |  | Has a SEPA Checklist been provided? |

|  |  |  |  |
| --- | --- | --- | --- |
| **Drainage Review** | | | |
|  |  |  | The City has adopted the 2016 King County Surface Water Design Manual (KCSWDM, “the manual”). Using NMC 13.10 and figure 1.1.2.A of the manual, please indicate your required drainage review type redlined with explanations for each decision box, and include a summary regarding LID measures (core #9) on the site. Is figure 1.1.2.A included with your report? |
|  |  |  | Which level of review is your project subject to?  Simplified  Targeted  Directed  Full Drainage Review  Large Project Drainage Review  Not sure  *If “not sure” was selected, please do not submit this application, and contact the City for further assistance.* |
|  |  |  | Have all applicable requirements been addressed in the drainage report as outlined in Chapter 1 in the KCSWDM? |
|  |  |  | For drainage reviews EXCEPT targeted: has the project addressed Appendix C requirements including Flow Control BMP’s (Core Requirement #9) commonly known as Low Impact Development (LID) facilities? |
| **REQUIRED PLANS** | | | |
| **Preliminary Stormwater Plan** | | | |
|  |  |  | Based upon information in the drainage report, a preliminary stormwater plan is required. Is the required preliminary stormwater plan submitted with this application? |
|  |  |  | *The stormwater plan should include the following, as applicable:* |
|  |  |  | A scaled drawing of the lot or lots and any public right-of-way, that displays the location of on-site stormwater management BMPs and the areas served by them. |
|  |  |  | A drawing of any flow control facilities and their appurtenances (CR3) |
|  |  |  | A drawing of any water quality facilities (CR8) |
|  |  |  | A drawing of any Flow Control BMP’s (CR9) |
| **Preliminary Grading Plan** | | | |
|  |  |  | Is the required preliminary grading plan submitted with this application? |
|  |  |  | *The grading plan should include the following, as applicable:* |
|  |  |  | A scaled drawing of the lot or lots and any public right-of-way that depicts existing topography in no less than 5-foot contour increments. |
|  |  |  | A scaled drawing of the lot or lots and any public right-of-way that depicts proposed topography in no less than 5-foot contour increments, including proposed finished slopes and retaining walls. Existing topographic contour lines should be grayed-out and new contour lines shown in bold. |
|  |  |  | Indication of approximate grading quantities |
|  |  |  | Show all proposed walls. Include top of wall and bottom of wall elevations as well as resulting wall height at 10’ intervals along the length of the walls. |
|  |  |  | Provide details of all proposed walls |
|  |  |  | Do any proposed retaining walls exceed 6-feet in height in the rear or side yards or 4-feet in the front yard?  *If any proposed retaining walls exceed these heights, submit with this application a supplemental application for a variance to allow increased wall heights.* |
| **Existing Conditions Map** | | | |
|  |  |  | Is the required existing conditions map submitted with this application? |
|  |  |  | *The existing conditions map should include the following:* |
|  |  |  | The owners of adjacent land and the names of any adjacent subdivisions |
|  |  |  | All environmentally sensitive areas and their buffers |
|  |  |  | Topographic lines at five (5) foot intervals |
|  |  |  | Approximate location and widths of existing buildings, structures, utilities, underground storage tanks, septic systems and associated drainfields, dimensions of all easements and/or streets within or adjoining the proposed plat, and applicable city or county file numbers shall be shown |
|  |  |  | Location of existing stormwater control/conveyance on or across the site |
|  |  |  | Proposed lot lines, rights of way lines, easements (shown in relation to existing conditions) |
| **Tree Retention Plan** | | | |
|  |  |  | Are you submitting with this application a significant tree retention plan as defined and required in NMC 18.16.140? |
| **Landscape Plan** | | | |
|  |  |  | Are you submitting with this application a landscape plan showing any required street and/or landscape buffers, as defined in NMC 18.16? |
| **Critical Areas Mitigation Plan** | | | |
|  |  |  | Are you submitting with this application a mitigation plan showing any required critical areas plan, as outline in NMC 18.25? |
| **Preliminary Plat of Survey (Draft Final Plat Map)** | | | |
|  |  |  | This application requires a separate drawing of the proposed plat of survey, drawn on one or more sheets, drawn to a preferable scale of 1” = 20’, but not less than one inch equal to 100 feet, on sheet size(s) of 18 inches by 24 inches with a one-half inch border on the top, bottom and right-hand margins and a two-and one-half inch border on the left-hand or binding margin, with North indicated. Is the preliminary plat of survey, prepared by a licensed surveyor, as described submitted with this application? |
|  |  |  | *The preliminary plat of survey should include the following information:* |
|  |  |  | An arrow indicating north |
|  |  |  | The boundary lines of the tract to be platted, consistent with the boundaries of the survey required under Section 20.04.040(E), and the interior lot lines, and relationship to adjacent properties. (Heavy line weight) |
|  |  |  | Length and bearing of the boundary lines and proposed lot lines. All bearings shall be referenced to the Washington Coordinate System, WM Zone (medium line weight) |
|  |  |  | Boundaries and dimensions of all proposed lots, including square feet of lot area for all lots and parcels within the proposed subdivision, together with the numbers to be assigned to each block and lot |
|  |  |  | Identification of the source of water supply for each lot, including water line and fire hydrant locations, generalized plans of proposed water distribution systems, storm sewers, sewerage systems and shoreline modifications, if any, including locations and sizing |
|  |  |  | If the plat constitutes a re-plat, the lots, block, streets, etc., lines of the original plat shall be shown with dotted lines in their proper positions in relation to the new arrangement on the plat, the new plat being clearly shown in solid lines |
|  |  |  | All environmentally sensitive areas, their buffers and minimum building setbacks (medium line weight). |
|  |  |  | Proposed final grading plan with topographical lines at five (5) foot intervals (fine line weight) |
|  |  |  | Location of monuments or evidence used as ties to establish the boundaries shall be shown (medium line weight) |
|  |  |  | Approximate location and widths of existing buildings, structures, and improvements to be retained, utilities, underground storage tanks, dimensions of all easements and/or streets within or adjoining the short plat, and applicable city or county file numbers (fine line weight) |
|  |  |  | Location of proposed stormwater control/conveyance on or across the site (medium line weight) |
|  |  |  | The location of the nearest public street and utilities (medium line weight) |
|  |  |  | The number assigned to each lot (heavy line weight) |
|  |  |  | The boundaries of all lands reserved in the deed for common use of the property owners of the short subdivision (heavy line weight) |
|  |  |  | The survey and all of the materials required by this subsection shall be filed with the application for approval of the preliminary subdivision |
|  |  |  | A certification by the land surveyor stating that all surveying and platting requirements of Section 20.04.040(E) have been complied with |
|  |  |  | **Easements:** Are there any proposed easements on the plat? |
|  |  |  | If yes, does the plat map include easement language in the form described in Appendix A of this application form? |
|  |  |  | **Road Dedicated to the Public:** Are there any roads within the plat that will be dedicated to the public? |
|  |  |  | If yes, does the plat map include the dedication certificate in the form described in Appendix A of this application form? |
|  |  |  | **Other Certificates on Plat Map:** Does the plat map include certificate blocks for (a) the surveyor, (b) the City Mayor, (c) the City Engineer, (d) the City Community Development Director, (e) the County Finance Division, and (f) the County Recorder, in the forms described in Appendix A of this application form?  (Note: The certificates are provided for review of format only; they will not be signed until after final plat approval, which is a separate application). |
|  |  |  | **Corner Staking & Survey:** Has a registered land surveyor staked the corners of the lot or tract to be platted, and does the submitted proposed subdivision plat reflect those corner markers? |
| **OTHER REQUIREMENTS** | | | |
| **Common Areas and Maintenance (CC&R’s)** | | | |
|  |  |  | Are there any lots, tracts, structures or improvements that are to be owned in common by all owners within the plat? |
|  |  |  | If yes, please submit with this application draft Covenants, Conditions and Restrictions (CC&R’s) that establish an owner’s association including its bylaws, that define the maintenance responsibilities of the owner’s association for all common tracts, structures and/or improvements, and that permit the collection of fees (dues) for the purpose of funding the activities of the owner’s association relating to the maintenance and/or replacement of all common landscaping, structures and improvements. Have draft CC&R’s as described been submitted with this application? |
| **Certificate of Consent and Dedication** | | | |
|  |  |  | Have you provided with this application a certificate of consent and dedication stating that the short subdivision has been made with the free consent and in accordance with the desires of the owners? |
|  |  |  | If yes, has the certificate of consent and dedication been signed and acknowledged before a notary public by all parties having any interest in the lands subdivided? |
|  |  |  | The certificate of consent and dedication is provided (check one):  On the face of the plat.  On a separate written instrument. |
|  |  |  | Does the short subdivision include any dedications of streets, roads or other areas to the public, religious societies or to any corporation, public or private? |
|  |  |  | If yes, is the dedication included and described in the Certificate of Consent and Dedication, and does it include a waiver of all claims for damages against any governmental authority that may be occasioned to the adjacent land by the established construction, drainage and maintenance of any road(s). |
| **Mailing Labels** | | | |
|  |  |  | Are mailing labels included for residents within 500’ of the subject property (or properties) in excel (or compatible format) spreadsheet? (The City is using electronic mailing services and will use your spreadsheet for the mailer.) |
| **Water and Sewer Availability Certificates** | | | |
|  |  |  | Are **current** Water & Sewer Availability certificates from Coal Creek Utility District (CCUD) included with your application? (Note they are only good for one year) |

**Overview of Submittal Requirements**

Did you remember all of the following documents?

|  |  |
| --- | --- |
| Included? | Requirement Description |
|  | [Master Land Use Application](http://newcastlewa.gov/UserFiles/Servers/Server_4026035/File/Departments/Community%20Dev/New%20Applications%20and%20Handouts/2019/Master%20Land%20Use%20Application.pdf) |
|  | Pre-Application Meeting Notes |
|  | Title Report (dated by title company within 30 days of submittal) |
|  | Copies of all Encumbrance Documents |
|  | Critical Area Report & Mitigation Plan (if subject parcel/s has/have critical areas) |
|  | Arborists Report (if significant trees are present) |
|  | Geotechnical Report |
|  | SEPA Checklist (required for short plat if lands are covered by water) |
|  | Preliminary Drainage Report |
|  | Preliminary Stormwater Plan |
|  | Preliminary Grading Plan |
|  | Existing Conditions Map |
|  | Tree Retention Plan (if significant trees are present) |
|  | Landscape Plan (If landscaping/street trees are required) |
|  | Preliminary Plat of Survey Map (Draft Final Plat Map) |
|  | Draft Conditions, Covenants and Conditions (CC&R’s) |
|  | 1 set of Mailing Labels in Excel format (.xls, .xlsx, .csv) for all property owners within 500 feet of any boundary of the site. |
|  | Current certificates of availability for the proposed water supply and sewage disposal by Coal Creek Utility District (CCUD). New subdivisions must be on public sewer system. The applicant is responsible for keeping all certificates of water and sewer up-to-date with CCUD and the City. |

**Applicant’s Statement**

I, Click here to enter first and last name. hereby affirm, under penalty of perjury, that I am the applicant of this proposal and that the property(ies) affected by this application, including any easements, is (are) under my exclusive ownership, or that this application has been submitted with the consent of all owners of the affected property(ies), including any easements. I further hereby affirm that the foregoing statements and answers are in all respects true and correct as to my understanding and belief as to those matters.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Click here to enter a date.

Appendix A

Certificates, Dedication & Easements

(See RCW 58.17.160)

1. **Dedication of Roads to Public:** Roads dedicated to the public must be clearly marked on the face of the plat. Any dedication, donation or grant as shown on the face of the plat shall be considered, to all intents and purposes, as a quitclaim deed to the said donee, grantee or grantees, for his, her or their use for the purpose intended by the grantors or donors. The following certificate shall be included on the face of the plat:

Know All Men by these Presents that we, the undersigned owners in the fee simple or contract purchaser and mortgage holder of the land hereby platted, hereby declare this plat and dedicate to the use of the public forever all streets and avenues shown thereon and use thereof for all public purposes not inconsistent with the use thereof for public highway purposes; also the right to make all necessary slopes for cuts and fills upon the lots and blocks shown on this plat in the original reasonable grading of the streets and avenues shown hereon. The undersigned owners hereby waive all claims for damages against any governmental authority that may be occasioned to the adjacent land by the established construction, drainage and maintenance of said road. This subdivision has been made with our free consent and in accordance with our desires.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this \_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_.

[Signature blocks and Notary Certificate to follow. The forms for notary certificates are set forth in RCW 42.44.100].

1. **Surveyor’s Certificate.**

I hereby certify that the short plat for \_\_\_\_\_\_ is based upon a complete and actual survey and division of Section \_\_, Township \_\_\_, Range \_\_\_, East W.M.; that the courses and distances are shown correctly thereon, that the monuments have been set and the lot and block corners staked correctly on the ground; that this is a true and correct representation of the lands actually surveyed and that I have fully complied with the provisions of the statutes and platting regulations.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certificate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expiration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **City Mayor’s Certificate**

This plat was approved by the Newcastle City Council on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Examined and Signed by Me This \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Day of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor, City of Newcastle

1. **City Engineer’s Approval.**

I hereby certify that this short plat is consistent with all applicable City improvement standards and requirements in force on the date of short plat approval. I have approved this short plat as to the layout of streets, alleys and other rights-of-way, design of bridges, sewage and water systems and other structures. Examined and approved by me this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Engineer, City of Newcastle

1. **Community Development Director’s Approval.**

This short plat complies with all requirements of Title 17 of the Newcastle Municipal Code and all required improvements associated with this short subdivision have been installed or otherwise secured through a bond or other security acceptable to the City. Examined and approved by me this \_\_\_\_ day of \_\_\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Community Development Director, City of Newcastle

1. **County Finance Division Approval.**

This is to certify that all taxes heretofore levied and which has become a lien upon the lands herein described, have been fully paid and discharged, and that there are no delinquent special assessments certified to this office for collection on any of the property herein containing streets, alleys, or for any other public use, according to the records of my office, up to and including the year \_\_\_\_.

Executed this \_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_, 202\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Representative Finance, King County

1. **County Recorder.**

Filed at the request of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, this day of \_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_ 20\_\_\_\_, and recorded in Volume \_\_\_ of Plats, page(s) \_\_\_\_\_\_, Records of \_\_\_\_\_\_\_\_\_\_ County, Washington.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County Recorder, King County

1. **Easements** (Sample Utility Easement)**.**

An easement is reserved for and granted to (the names of all the utilities, public and private, serving the area) and their respective successors and assigns under and upon the exterior ten (10) feet of front boundary lines of all lots and tracts, in which to install, lay, construct, renew, operate, maintain and remove utility systems, lines, fixtures and appurtenances attached thereto, for the purpose of providing utility services to the subdivision and other property, together with the right to enter upon the lots and tracts at all times for the purposes stated, with the understanding that any grantee shall be responsible for all unnecessary damage it causes to any real property owner in the subdivision by exercise of rights and privileges herein granted.

1. **Restrictions for Critical Areas, Tracts, and Buffers** (Example, If applicable)

Dedication of a Critical Area Tract/Critical Area and Buffer [choose what applies] conveys to the Public a beneficial interest in the land within the tract. This interest includes the preservation of native vegetation for all purposes that benefit the public health, safety and welfare, including control of surface water and erosion, maintenance of slope stability, and protection of plant and animal habitat. The Critical Area Tract/Critical Area and Buffers [choose what applies] imposes upon all present and future owners and occupiers of the land subject of the Tract/Critical Area and Buffer [choose what applies] the obligation enforceable on behalf of the Public by the City of Newcastle, to leave undisturbed all trees and other vegetation within the Tract/Critical Area and Buffers [choose what applies]. The vegetation within the Tract/Critical Area and Buffers shall not be cut, pruned, topped, covered by fill, removed or damaged without approval in writing from the City of Newcastle or its successor agency, unless otherwise provided by law. The required Critical Area Fencing and signage shall remain in place and not removed, destroyed, or defaced by the abutting property owners.

Tract [insert name of tract] is hereby granted and conveyed, together with all maintenance obligations for said tract to the [insert: Home Owners Association, Trust, Lot Owners (number lots)] upon the recording of this plat. All conveyances of land within this plot include equally shared interest in said tract.