

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

# **SHORT PLAT** SUPPLEMENTAL APPLICATION FORM

Short Plats

A short plat is defined in Newcastle Municipal Code (NMC) as a division of land into nine lots or fewer. Applicants should be familiar with [NMC 20.03 – Short Subdivisions](https://newcastle.civicweb.net/filepro/documents/36850?preview=40351) prior to submission of their application. Lot dimensional standards can be found in [NMC Title 18 - Zoning](https://www.codepublishing.com/WA/Newcastle/#!/Newcastle18/Newcastle18.html). Additional sections of the City’s Municipal Code apply; the applicant is responsible for reviewing the City’s Municipal Code prior to submittal of applications.

## 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 II 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 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? |
| **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)** | | | |
|  |  |  | A SEPA Checklist is required for lands covered by water. Are there lands covered by water on the property/properties? |
|  |  |  | If yes, 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** | | | |
| **Drainage Plan** | | | |
|  |  |  | Based upon information in the drainage report, a drainage plan is required. Is the required drainage plan submitted with this application? |
|  |  |  | *The drainage 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) |
| **Grading Plan** | | | |
|  |  |  | Is the required 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 2-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 2-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. Wall regulations can be found in NMC 14.15.170. |
|  |  |  | 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 6-feet in height, submit with this application a supplemental application for a variance to allow increased wall heights.* |
| **Site Plan** | | | |
|  |  |  | Is the required site plan submitted with this application? |
|  |  |  | *The site plan should include the following:* |
|  |  |  | Existing and proposed property lines of the site; |
|  |  |  | Proposed access to each proposed lot on the site, including vehicular, emergency and utility access; |
|  |  |  | The location of all property lines abutting or connecting to the site, and the owners of adjacent land and the names of any adjacent subdivisions; |
|  |  |  | Location of all public and/or private utility service lines, including underground telephone or cable service lines |
|  |  |  | Identification of the source of water supply for each lot, including water line and fire hydrant locations; |
|  |  |  | Identification of the method of sanitary sewage disposal, including sewer lines and (if applicable) septic tank and drainfield locations; |
|  |  |  | Location of existing and proposed stormwater control/conveyance on or across the site |
|  |  |  | Dimensions must be provided from existing structures to new proposed lot lines. Dimensions must be provided perpendicular to the face of the structure and adjacent eaves; other projections must also be dimensioned. Any building code requirements for protection due to the location of the new lot line must be indicated. Did you include all dimensions? |
|  |  |  | Proposed frontage improvements. See Newcastle Public Works Standards (2000) for requirements. |
|  |  |  | All environmentally sensitive or critical areas and their buffers within 500 feet of the site as defined in NMC 18.06.135 and as regulated in Chapter 18.24 NMC. |
| **Plat Map (Short Plat)** | | | |
|  |  |  | This application requires a separate drawing of the proposed plat of survey on black-line or vellum original and seven copies of the plat survey or one virtual copy, 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 plat of survey, prepared by a licensed surveyor, as described submitted with this application? |
|  |  |  | *The plat of survey should include the following information:* |
|  |  |  | The boundary lines of the tract to be platted and the proposed interior lot lines, and relationship to adjacent properties (heavy line weight) |
|  |  |  | All bearings and dimensions along the lines of each lot together with any other data necessary for the location of any lot lines in the field, referenced to the Washington Coordinate System, WM Zone (medium line weight) |
|  |  |  | Location of monuments or evidence used as ties to establish the boundaries (medium line weight) |
|  |  |  | The boundary and dimensions of the “original tract,” including its bearings and length of all boundary lines, assessor’s parcel number, section, township and range; |
|  |  |  | Approximate location and widths of existing buildings, structures, and improvements to be retained, utilities, stormwater systems, and underground storage tanks (fine line weight) |
|  |  |  | Location of trees to be retained in the tree retention plan |
|  |  |  | Any necessary easements for improvements to be retained on the site including, but not limited to, structures, utilities, stormwater systems, and underground storage tanks (fine line weight) |
|  |  |  | Location and dimensions of all easements and/or streets (public and private) and identifying names of such, both within or adjoining the subdivision plat, and applicable city or county file numbers (fine line weight) |
|  |  |  | The width and location of access to all lots proposed within the subdivision (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 subdivision or dedicated to the public (heavy line weight) |
|  |  |  | A statement on the face of the short plat that land in a short subdivision may not be further divided in any manner within a period of five years without the filing of a final plat, except that when the short plat contains fewer than nine parcels, nothing in this section shall prevent the owner who filed the short plat from filing an alteration within the five year period to create up to a total of nine lots within the original short plat boundaries; |
|  |  |  | **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 Engineer, (c) the City Community Development Director, (d) the City Finance Director, (e) County Treasurer, and (f) the County Auditor, in the forms described in Appendix A of this application form? |
|  |  |  | **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? |
| **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 18.24? |
| **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 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 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) |
|  | 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) |
|  | Drainage Analysis |
|  | Drainage Plan |
|  | Grading Plan |
|  | Site Plan |
|  | Tree Retention Plan (if significant trees are present) |
|  | Landscape Plan (If landscaping/street trees are required) |
|  | Plat of Survey Map |
|  | 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 not 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. **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 \_\_\_\_\_\_\_\_\_\_\_, 202\_\_.

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

City Engineer, City of Newcastle

1. **City Finance Director’s Approval**

I hereby certify that all taxes and delinquent assessments for which the property may be liable as of the date of certification have been duly paid, satisfied, or discharged. Executed this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_, 202\_.

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

Finance Director, City of Newcastle

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

This short plat complies with all requirements of Title 20 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 \_\_\_\_\_\_\_, 202\_\_\_.

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

Community Development Director, City of Newcastle

5. **County Treasurer Approval.**

This is to certify that all taxes heretofore levied and which have become a lien upon the lands herein described, have been fully paid and discharged, according to the records of my office, up to and including the year \_\_\_\_.

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

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

County Treasurer, King County

6. **County Auditor.**

Filed at the request of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, this day of \_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_ 202\_\_\_, 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 [define location], 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.