



## - PRELIMINARY SHORT PLAT - SUPPLEMENTAL APPLICATION FORM

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### OFFICE USE ONLY

Application No: LUP \_\_\_\_\_ Is a Master Land Use Application form attached?  Yes  No

If no, do not accept this form.

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Name of Short Plat: \_\_\_\_\_

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### **Definition:**

A short subdivision (short plat) is defined as “the administrative approval of the division or redivision of land into nine or fewer lots for the purpose of sale, lease or transfer or ownership pursuant to Chapter 17.50 NMC. A short subdivision also may include any number of tracts for ingress, egress, utilities, open space preservation, or other approved public purposes.” (NMC 17.10.455)

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*\*Note: All fields must be completed, including blank lines and check boxes. Any check box marked “no” that is demarcated by an asterisk could result in the application being deemed incomplete.*

### **Pre-application Conference:**

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)?

Yes  No\*

If no, do not submit this application; apply for a pre-application conference.

Date of Pre-application Conference: \_\_\_\_\_

Month      Date      Year

Does this proposal reflect the comments provided by the City at the pre-application conference?  Yes  No

If you answered “No” to the above question, please explain:

**Adjacency to State Right-of-way:** Is the proposed subdivision located adjacent to the right-of-way of a State highway?  Yes  No

*(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*

**Location within Designated Floodplain:** Is the proposed subdivision located in whole or in part within a designated floodplain?  Yes  No

*(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. The preliminary plat then requires written approval from the Department of Ecology).*

**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?  Yes  No\*

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?  Yes  No\*

**Technical Information Report (TIR):** To determine how the project implements or addresses low impact development measures as specified in Core Requirement #9 in the 2016 King County Surface Water Design Manual (KCSWDM), a Technical Information Report (TIR) addressing TIR Sections 1 – 10 under KCSWDM Section 2.3.1.1 is required. Is a TIR included with this application?  Yes  No\*

Does the TIR report include KCSWDM Figure 1.1.2.A, redlined with explanations for each decision box, and include a summary regarding LID measures (core #9) on the site?  Yes  No\*

Please verify that the following elements are included in the TIR:

1. A vicinity map of the property identifying bordering roads, the route of stormwater off-site to local natural receiving waters and significant geographic features.  Yes  No\*
2. A site map displaying acreage and outlines of all drainage basins, existing stormwater drainage to and from the site, routes of existing construction, future flows at all discharge points, and the length of travel from the farthest upstream end of a proposed storm drainage system to any proposed flow control and treatment facility.  Yes  No\*
3. A soils map, showing the soils within the project site as verified by field-testing.  Yes  No\*
4. A survey with individual map layers showing: existing native vegetation cover; soils (native soils and their permeability qualities), existing public and private development including utility infrastructure on and adjacent to the site if information is publicly available; minor hydrologic features as assessed during winter months after significant precipitation events, including seeps, springs, closed depression areas, and drainage swales; major hydrologic features with a stream, wetland, and water body survey; classification report showing wetland and buffer boundaries as required in NMC 18.24.120 and 18.24.312; flood hazard areas on or adjacent to the site; geologic hazard areas and associated buffer requirements as defined by the local jurisdiction; aquifer and wellhead protection areas on or adjacent to the site; topographic features that may act as natural stormwater storage, infiltration or conveyance; and topography at specified contours.  Yes  No\*

- 5. A composite map that combines all map layers into a single map.  Yes  No\*
- 6. A topographic basin boundaries map to determine basin boundaries.  Yes  No\*

**NOTE: It is highly recommended that the TIR be submitted during the pre-application phase of the development process and before the site plan and preliminary plat map are more fully developed. The TIR provides the needed site analysis to determine the best site design for implementing LID techniques. Addressing this at the pre-application level allows staff opportunity to provide feedback on possible means of achieving LID objectives before investing too heavily in site layouts and designs.**

**Preliminary Stormwater Plan.** Based upon information in the TIR, a preliminary stormwater plan is required. Is the required preliminary stormwater plan submitted with this application?  Yes  No\*

Please verify that the following elements are included in the preliminary stormwater plan:

- 1. 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.  Yes  No
- 2. Map or description of areas of disturbed soils to be amended.  Yes  No
- 3. A drawing of any flow control facilities and their appurtenances.  Yes  No\*
- 4. A drawing identifying locations and approximate sizes of all permeable pavement surfaces and bioretention facilities to be installed as part of the project, including those that will be installed on individual lots by subsequent contractors.  Yes  No\*
- 5. A written narrative explaining how the proposed stormwater plan reflects the findings in the TIR and how it implements LID standards in the design.  Yes  No\*

**Preliminary Grading Plan.** Based upon information in the TIR, a preliminary grading plan is required. Is the required preliminary grading plan submitted with this application?  Yes  No\*

Please verify that the following elements are included in the preliminary grading plan:

- 1. 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.  Yes  No\*
- 2. 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.  Yes  No\*
- 3. Do any proposed retaining walls exceed 30 inches in height in required setback areas, or 4 feet in height in other areas of the site?  Yes  No

If yes, are you submitting with this application a supplemental application form for a variance to allow increased wall heights?  N/A  Yes  No

**Site Plan:** A scaled site plan of the property proposed to be divided (of a scale clearly legible) is required. Is the required site plan submitted with this application?  Yes  No\*

Does the site plan include the following information?

1. Existing and proposed property lines of the site;  Yes  No\*
2. Proposed access to each proposed lot on the site, including vehicular, emergency and utility access;  Yes  No\*
3. Existing easement and rights-of-way across the site;  Yes  No\*
4. 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;  Yes  No\*
5. Location of all public and/or private utility service lines, including underground telephone or cable service lines;  Yes  No\*
6. Identification of the source of water supply for each lot, including water line and fire hydrant locations;  Yes  No\*
7. Identification of the method of sanitary sewage disposal, including sewer lines and (if applicable) septic tank and drainfield locations;  Yes  No\*
8. Location of existing and proposed stormwater control/conveyance on or across the site;  Yes  No\*
9. 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.  N/A  Yes  No\*
10. Existing structures and improvements on the site including those to be retained and those proposed to be removed as part of the plat proposal.  N/A  Yes  No\*
11. Existing significant trees as defined in NMC 18.06.598, and locations of significant trees identified to be retained per NMC 18.16.130.  N/A  Yes  No\*

**Tree Retention Plan.** Are you submitting with this application a significant tree retention plan as defined and required in NMC 18.16.140?  N/A  Yes  No\*

**Preliminary 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 inch border on the left-hand or binding margin, with North indicated. Is the preliminary plat of survey as described submitted with this application?  Yes  No\*

Does the preliminary plat of survey include the following information?

1. The boundary lines of the tract to be short platted and the proposed interior lot lines, and relationship to adjacent properties (heavy line weight);  Yes  No\*
2. 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);  Yes  No\*

3. Location of monuments or evidence used as ties to establish the boundaries (medium line weight);  Yes  No\*
4. 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;  Yes  No\*
5. 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);  N/A  Yes  No\*
6. Location and dimensions of all easements and/or streets (public and private) and identifying names of such, both within or adjoining the short plat, and applicable city or county file numbers (fine line weight);  Yes  No\*
7. The width and location of access to all short-subdivided lots proposed (medium line weight);  Yes  No\*
8. The number assigned to each lot (heavy line weight);  Yes  No\*
9. The boundaries of all lands reserved in the deed for common use of the property owners of the short subdivision or dedicated to the public (heavy line weight);  N/A  Yes  No\*
10. 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;  Yes  No\*

**Easements:** Are there any proposed easements on the plat?  Yes  No  
 If yes, does the plat map include easement language in the form described in Appendix A of this application form?  N/A  Yes  No\*

**Road Dedicated to the Public:** Are there any roads within the plat that will be dedicated to the public?  Yes  No  
 If yes, does the plat map include the dedication certificate in the form described in Appendix A of this application form?  N/A  Yes  No\*

**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).  Yes  No\*

## Storm Drainage Review

This project will require a full drainage review per the 2016 King County Surface Water Design Manual (KCSWDM) and is subject to the Low Impact Development (LID) Performance Standard as described in KCSWDM section 1.2.9.1. Accordingly, the following information is needed to determine how the project implements or addresses LID measures as specified in KCSWDM Core Requirement #9.

1. A Technical Information Report (TIR) to address TIR Sections 1 – 10 under KCSWDM Section 2.3.1.1. Is this information provided?  Yes  No\*
2. KCSWDM Figure 1.2.2.A, redlined with explanations for each decision box, including a summary regarding LID measures (core #9) on the site. Is this information provided?  Yes  No\*
3. A Site Improvement Plan as specified in KCSWDM Section 2.3.1.2 that reflects the information contained in the TIR and that demonstrates how LID principles under Core Requirement #9 will be implemented. Is this information provided?  Yes  No\*

## 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?  Yes  No

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?  N/A  Yes  No\*

**Corner Staking & Survey:** Has a registered land surveyor staked the corners of each proposed lot on the ground, and does the submitted proposed plat of survey reflect those corner markers?  Yes  No\*

**Confirmation of Ownership.** Does the title report submitted with this application 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?  Yes  No\*

## 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?  Yes  No\*

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?  Yes  No\*

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?  Yes  No

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).  N/A  Yes  No\*

**Easements:** Are there any easements on the plat?  Yes  No  
If yes, does the plat map include easement language in the form described in Appendix A of this application form?  N/A  Yes  No\*

**Roads Dedicated to the Public:** Are there any roads within the plat that will be dedicated to the public?  Yes  No  
If yes, does the plat map include the dedication certificate in the form described in Appendix A of this application form?  N/A  Yes  No\*

**Other Certificates on Plat Map:** Does the plat map include certificates for (a) the surveyor, (b) the City Engineer, (c) the City Finance Director, (d) the City Community & Economic Development Director, (e) the County Finance Division and (f) the County Recorder, in the forms described in Appendix A of this application form?  Yes  No\*

**Attached Documents:** Please confirm that the following documents (as described herein) are submitted with this application:

- Title Report (dated by title company within 30 days of submittal)  Yes  No\*
- Technical Information Report (TIR) and associated maps  Yes  No\*
- Preliminary Stormwater Plan  Yes  No\*
- Preliminary Grading Plan  Yes  No\*
- Site Plan  Yes  No\*
- Tree Retention Plan  N/A  Yes  No\*
- Preliminary Plat of Survey Map:  Yes  No\*
- Conditions, Covenants and Conditions (CC&R's)  N/A  Yes  No\*

**Applicant's Statement:** I \_\_\_\_\_ (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: \_\_\_\_\_

## 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].

### 2. 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 \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
City Engineer, City of Newcastle



**4. 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

**5. 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 \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Authorized Representative Finance, King County

**6. 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

**7. 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.