



**Preliminary
- SUBDIVISION PLAT -
SUPPLEMENTAL APPLICATION FORM**

12835 Newcastle Way, Suite 200
Newcastle, WA 98056
Phone 425.649.4143 Fax 425.649.4363
www.newcastlewa.gov

OFFICE USE ONLY

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

If no, do not accept this form.

Name of Subdivision Plat: _____

Definition:

A *preliminary plat* is defined as “an accurate drawing of a proposed subdivision showing the general layout of streets and alleys, lots, tracts, and other elements of a subdivision consistent with the requirements of this title and Chapter 58.17 RCW, Plats – Subdivisions – Dedications. The preliminary plat shall be the basis for the approval or disapproval of the subdivision’s general layout.” (NMC 17.10.310)

**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 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)?

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:

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).

Additional Required Submittals: Please confirm that the following additional materials and information are included with this preliminary plat application, either as a hard copy or in electronic format:

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 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

Preliminary Utilities Plan. A minimum 18-inch by 24-inch drawing of a utilities plan showing the location and size of utility trunk lines, lateral lines, sewer, water, electric, gas, and telecommunication lines, utility vaults and transformers both existing and proposed to serve the site. Is the required utilities plan submitted with this application? 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 submittal of the proposed plat of survey (preliminary plat map), 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 map as described submitted with this application? Yes No*

Plat Map Information: Does the preliminary plat map include the following information?

1. The boundary lines of the tract to be 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 subdivision plat, and applicable city or county file numbers (fine line weight); Yes No*
7. The width and location of access to all lots proposed within the subdivision (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 subdivision or dedicated to the public (heavy line weight); N/A 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*

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? 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*

SEPA Checklist. A completed SEPA environmental checklist. N/A Yes No*

Sewer Availability Certificate. Sanitary sewer availability certificate from the Coal Creek Utility District. Yes No*

Water Availability Certificate. Water availability certificate from the Coal Creek Utility District. Yes No*

Existing Encumbrance Documents. Copies of all easements, deed restrictions or other encumbrances restricting the use of the site. N/A 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*

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*
- Preliminary Utility 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

Subdivision Plat
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. **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

- 3. **City Engineer’s Approval.**

I hereby certify that this plat is consistent with all applicable City improvement standards and requirements in force on the date of plat approval. I have approved this final 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 plat complies with all requirements of Title 17 of the Newcastle Municipal Code and all required improvements associated with this 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. Surveyor's Certificate.

I hereby certify that the 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: _____

6. 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

7. 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

8. 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.