



LONG PLAT APPLICATION (PRELIMINARY)

PLANNING
DIVISION
4800 S 188th St
SeaTac, WA 98188
206-973-4750

PURPOSE:

The purpose of a Subdivision is to divide land according to minimum standards in order to promote and protect the physical well being of the City of SeaTac. This includes insuring adequate circulation patterns, providing desirable public spaces, and insuring adequate light and air. It also means providing for adequate utility improvements such as a distribution system for water, a sanitation system for safe waste disposal, and a storm drainage system to protect against flooding and erosion.

WHEN REQUIRED:

A subdivision is required when land is to be divided into five or more parcels.

CONDITIONS FOR APPROVAL:

1. The proposed lots must conform to the Comprehensive Plan and Zoning Code requirements.
2. The proposed lots are served with an adequate means of access for vehicles, utilities, fire protection, drainage, water supply, and means of sanitary sewage disposal.
3. The public use and interest will be served by permitting the proposed division of land.

SUBMITTAL:

1. **Filing Fee:** [CLICK HERE FOR FEE SCHEDULE](http://www.ci.seatac.wa.us/feeschedule) or find fees at www.ci.seatac.wa.us/feeschedule.

Revision to previously approved plan: See Engineering Review-Other on fee schedule

Subdivision alteration or vacation (after the plat is recorded) is 10% of the Initial Fee

2. Please submit all of the items listed on attached checklist.

Failure to submit all requested items (in a legible form) will delay processing of your application pursuant to RCW36.70A.440.

FINAL SUBDIVISION FEES

1. **Filing Fee:** [CLICK HERE FOR FEE SCHEDULE](http://www.ci.seatac.wa.us/feeschedule) or find fees at www.ci.seatac.wa.us/feeschedule.

Revision to previously approved plan: See Engineering Review-Other on fee schedule

Subdivision alteration or vacation (after the plat is recorded) is 10% of the Initial Fee

PROCEDURE:

1. Prior to submitting your subdivision application, you will need to review your proposed subdivision with the City's "Development Review Committee" (PRE-APPLICATION MEETING). ***No Application will be accepted prior to review by the PRE-APPLICATION MEETING.*** Please contact the Permit Center to schedule a time to meet with the PRE-APPLICATION MEETING (Phone 206-973-4750).
1. A minimum of two (2) sets of stamped, legal size envelopes will need to accompany the application submittal. The applicant will need to obtain mailing labels for all adjacent property owners within a 1,000 foot radius of the subject property. See *Instructions for Obtaining Address Labels* on page 4 of this application.

NOTE: The City of SeaTac will only accept mailing labels from the City of SeaTac or King County. If purchasing the labels from the City of SeaTac, the Label Request Form will need to be submitted **at least 2 days prior to application submittal.**

2. You will receive a "Determination of Completeness" (DOC) within 28 days of the submittal of your application stating whether your application is complete or not complete. Once you receive the DOC stating that your application is complete, the City has 120 days to make a decision regarding your application.
3. A "Notice of Application" (NOA) will be published and sent to adjacent property owners. The NOA will be issued within 14 days after a DOC is made. You will be required to post a "Notice Board" (see the attached example) on the property in conformance with Section 16.07.010B of the SeaTac Municipal Code Volume II (SMCVII). An "Affidavit of Installation" shall be submitted to the City that the "Notice Board" has been installed on the property. The "Notice Board" shall be installed on the property on or before the date the NOA is published in the paper.
4. The Hearing Examiner will set a date for a public hearing and you will be notified at least 14 days in advance. A staff recommendation will be sent to you at least 14 days in advance of the public hearing.

5. Following the public hearing, the Hearing Examiner will make the final decision on the preliminary plat. A “Notice of Decision” will be sent to the applicant/property owner and to all persons of record.
6. Once the Hearing Examiner has approved your Preliminary Subdivision you have five (5) years to file a Final Subdivision application with the City.

INSTRUCTIONS FOR OBTAINING ADDRESS LABELS

****Please Note – Mailing labels may only be purchased from the City of SeaTac or King County. If you choose to acquire your labels through King County, a Tax Assessor’s map(s) shall be submitted with the application.***

OBTAINING LABELS FROM CITY OF SEATAC:

To obtain address labels containing the names and addresses of property owners within 500 or 1000 feet of any boundary of the subject property, complete a City of SeaTac Address Labels Request Form (attached) and submit it to the Permit Center. The Permit Center will contact you when your labels are ready, after submission of the Request Form.

In accordance with City of SeaTac Resolution No. 00-007, dated April 25th, 2000, GIS Program Fees shall apply. Computer-generated sheets of address labels will be provided to the requestor at a cost of \$.60 per label, with a \$25.00 minimum order charge.

REMINDER:

Envelopes and postage shall be provided by the applicant. A copy of the labels should be made before individually placing them on stamped legal sized envelopes (9 ½” x 4 ½”) with the City’s return address. (***NO METERED MAIL***)

RETURN ADDRESS:

City of SeaTac
Dept. of Community and Economic Development
4800 South 188th Street
SeaTac, WA 98188-4236

City of SeaTac Address Label Request Form

Date of Request: _____ Date Needed: _____

Applicant's Name: _____

Street Address _____

City State Zip

Phone: _____ Alternate Phone: _____

Fax: _____ Email Address: _____

Land Use Project (i.e., Short Plat, SEPA, etc.): _____

Project Address: _____

File Number: _____

Parcel Number: _____

For Internal Use Only:

Date Completed: _____ Completed By: _____

Cost: _____ Date Paid: _____

GIS PRODUCTS AND SERVICES – 001.341.70.00.002

PRELIMINARY SUBDIVISION

File No. _____ Parcel No. _____

1. **BUSINESS NAME:** _____

Plat Name: _____

¼ _____ S _____ T _____ R _____

2. **APPLICANT/PROPERTY OWNER(S) INFORMATION:** *(if more than one owner, please attach additional sheets with names, owners, contact information and signatures).*

Name: _____

Mailing Address: _____

Phone: _____ City _____ Fax: _____ State _____ Zip _____

Alt. Phone: _____ Email: _____

Status: (Owner, Lessee, Agent, Etc.) _____

3. **DESIGNATED CONTACT PERSON:** (The person who will receive and disseminate all correspondence from the City)

Name: _____

Mailing Address: _____

Phone: _____ City _____ Fax: _____ State _____ Zip _____

Alt. Phone: _____ Email: _____

4. **PROPERTY:**

Address: _____

Zone: _____ Lot Size (Sq. Ft.): _____ Acres: _____

Legal Description: _____

5. SURVEYOR:

Name: _____

Mailing Address: _____

Phone: _____ City _____ Fax: _____ State _____ Zip _____

6. ENGINEER:

Name: _____

Mailing Address: _____

Phone: _____ City _____ Fax: _____ State _____ Zip _____

7. EXISTING USE OF THE PROPERTY:

8. PROPOSED USE OF THE PROPERTY:

Number of Lots: _____ Typical Lot Size: _____

Price Range: _____ Protective Covenants: _____

Public Areas: _____

Utilities: _____

Street Improvements: _____

[Signature on next page]

I, the undersigned, am a property owner or officer of the corporation owning property involved in this application and certify the foregoing statements, answers, and information submitted are in all respects true and correct to the best of my knowledge.

_____ Applicant's Signature	_____ Printed Name	_____ Date
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_____ Owner's Signature	_____ Printed Name	_____ Date
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5. How does the preliminary plat comply with the provisions of the Zoning Code?

6. How does the applicant propose to provide adequate water supply to the preliminary plat?

7. How does the applicant propose to supply adequate sanitary sewage disposal to the preliminary plat?

8. How does the applicant propose to mitigate traffic impacts due to the proposed preliminary plat?

City of SeaTac Subdivision Requirements

1. FIRE FLOW

- a. All lots must have a fire hydrant located within 350 feet actual vehicular travel distance.
- b. All fire hydrants meeting condition 2(a) above must flow a minimum of 1,000 GPM at 20 psi residual pressure. A certificate of water availability from the local water purveyor shall be provided.

2. PEDESTRIAN IMPROVEMENTS

- a. Sidewalks shall be required for existing and proposed streets bordering and within the subject subdivision. All sidewalks shall at a minimum conform to the performance standards established under the SeaTac Municipal Code and other applicable regulations.
- b. Where an applicant proposes to divide land in a way that creates one or more block lengths in excess of 660 feet, or proposes a subdivision where one or more created lots shall abut the parallel street for more than 60% of such a block length, the applicant shall construct all improvements necessary to anchor a pedestrian crosswalk, overpass or similar facility at the center of each subject block length.

3. STREET TREES

New subdivisions shall provide street trees along all public rights-of-way, including the cul-de-sac. The street trees shall be placed within a five (5') foot planter strip located between the curb and the sidewalk. No impervious surfaces, other than driveways, ADA ramps, or crosswalks, shall be allowed within the planter strip. Street trees shall be a maximum of 30 feet on center. Irrigation shall be provided for the street trees.

4. OPEN SPACE

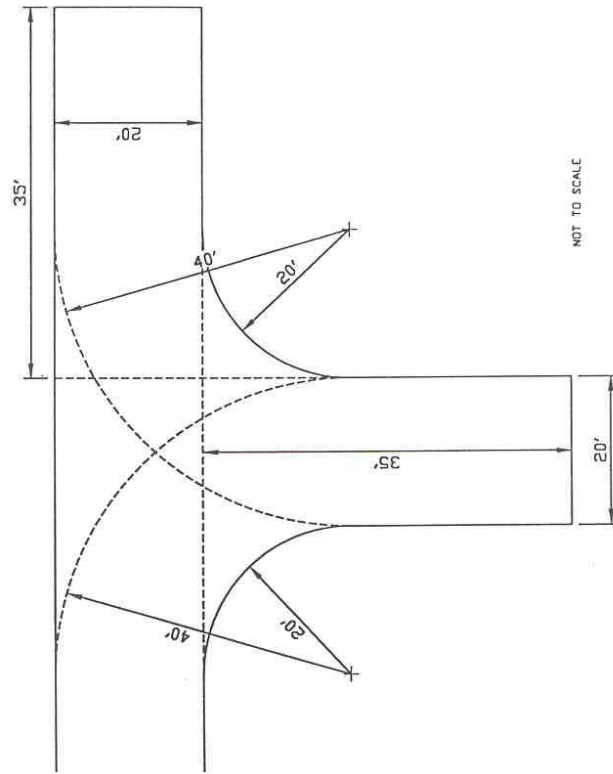
Open Space shall be provided as indicated in the Subdivision Code.

5. STORM DRAINAGE

Storm drainage improvements shall be installed pursuant to City Codes.

6. CUL-DE-SAC

Cul-de-sacs shall be a minimum of 80 feet in diameter.



FIRE DEPARTMENT
 ACCESS HAMMERHEAD
 TURN DETAIL

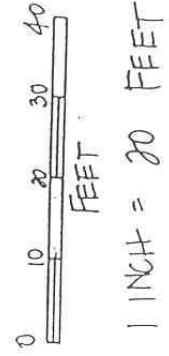
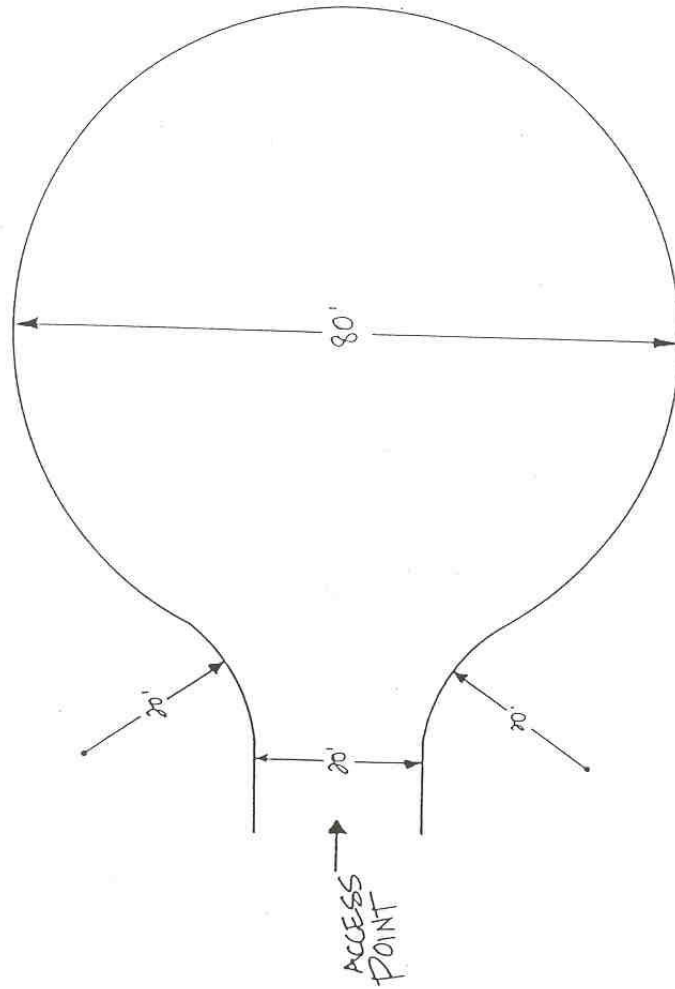
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CHECKED: DLH
DRAWN: MLL
REV: /
DATE: 7/29/94

Public Works Department
 Bruce Royburn, P.E., Director
 19215 - 28th Avenue South, Seattle, Wa 98188
 Telephone: (206) 878-9275



CUL-DE-SAC



* Measurements do not include
Curb / sidewalk.

PLANNING/PUBLIC WORKS ENGINEERING PRELIMINARY PLAT APPLICATION REVIEW CHECKLIST

The following materials are the **minimum** materials that must be submitted to review your application to determine that it is complete or incomplete as provided for under RCW 36.70A.440. Additional information may be required after review of your proposal. This checklist is provided for your benefit and to aid the City in determining if your application contains the minimum information necessary to review your application. A “Determination of Completeness” (DOC) will be issued within 28 days of acceptance stating whether your application is complete or incomplete (DOI). Please do not turn in your application until all items which apply to your proposal have been checked off. **Submittals will not be accepted or acted upon unless complete. Also this application will not be accepted if you have not had a pre-application meeting with the City.** If you have any questions, contact the Department of Community and Economic Development at 206-973-4750.

RETURN COMPLETED CHECKLISTS PART I AND PART II WITH YOUR APPLICATION OR APPLICATION WILL NOT BE ACCEPTED.

<i>For Office Use Only</i>	
Date Reviewed: _____	Date of Pre-App Meeting: _____

PLAN SUBMITTAL – PART I		Applicant	Staff
1	<i>Subdivision Application</i> is filled out, original and five (5) copies submitted.		
2	<i>Environmental Checklist</i> is filled out, original and five (5) copies submitted.		
3	The <i>PRE-APPLICATION MEETING comment sheets</i> , six (6) copies submitted.		
4	A <i>legal description</i> of the subject property, certified by a Professional Land Surveyor registered in the State of Washington.		

PLAN SUBMITTAL – PART I (Continued)		Applicant	Staff
5	A <i>letter of availability</i> from the appropriate water district, six (6) copies.		
6	A <i>letter of availability</i> from the appropriate sewer district or a letter of pre-approval from the King County Health Department, six (6) copies.		
7	A <i>Subdivision Guarantee Title Report</i> (dated within last 90 days), six (6) copies.		
8	Responses to Conditions for Approval, six (6) copies.		
9	One paper reduction of each oversized plan to 8 ½” x 11”.		
10	All oversized plans folded to 8 1/2" x 14". <i>Please do not bring plans that are rolled up.</i>		
11	Lot closure calculations, six (6) copies.		
12	County Assessor's Map(s) showing a 1,000' radius around edges of subject property. (<i>Applies only if labels are purchased from King County</i>).		
13	A minimum of two (2) sets of stamped, legal size envelopes addressed to each property owner within 1,000' of the subject property with the return address for the City of SeaTac Department of Community and Economic Development (see directions on page 4). A return address stamp is available for your use upon request. (NO METERED MAIL)		
14	A photocopy or printout of names and addresses. Please make an 8 ½” x 11” copy of the address labels before placing on the envelopes.		

PLAN SUBMITTAL – PART I (Continued)		Applicant	Staff
15	The original receipts for the costs of the stamps, envelopes, and parcel labels needed for notification with a breakdown of the number of property owners between 500 and 1,000 feet. The City will reimburse the applicant/property owner for the cost of notifying all property owners between 500 and 1,000 feet.		
16	<u><i>(Six (6) completed Part II site plan checklist copies must be submitted.)</i></u>		

PLAN SUBMITTAL – PART II PRELIMINARY PLAT DRAWING FORMAT & CONTENT REQUIREMENTS DRAWN TO SCALE <i>(Site plan requirements checklist must be completed by the engineer, surveyor, or architect AND six (6) copies submitted or submittal will be DENIED)</i>		Engineer	Staff
The preliminary plat shall serve as the primary reference by which the City evaluates any proposal for subdivision, and as the basis for any subsequent conditions for approval. The preliminary plat drawing shall include the following:			
17	The preliminary plat shall be prepared by a professional land surveyor and drawn to a scale of not less than one inch per thirty feet (30:1).		
18	Names of the property owner, the licensed land surveyor, and the licensed civil engineer submitting and preparing the application.		
19	Legal description of the subject property referenced to section, township, and range, and to the nearest established street lines or monuments,.		
20	Datum, basis of bearings, and ties to a minimum of two existing section monuments.		
21	North point and a graphic scale.		
22	Existing government survey section lines.		
23	Complete documentation of the recording number, date and method of each immediately preceding subdivision or binding site plan affecting the subject property. (If applicable)		
24	Complete documentation of the recording number , date and method of any immediately preceding lot merger or lot line adjustment affecting the property. (If applicable)		

25	Location of all existing survey monuments.		
26	Location of existing property lines, indicated by heavy broken lines.		
27	Bearings and lengths of each property line.		
28	Area and other dimensions of each proposed lot, tract or parcel.		
29	Total acreage of the land to be subdivided.		
30	Proportion of total acreage to be maintained as common recreation open space, where required under SMC 14.21.010E.		
31	Existing buildings and structures.		
32	Alleys and streets, the latter identified by name.		
33	Statement of soil types and a Level 1 drainage analysis conducted pursuant to Title12 SMC.		
34	Ordinary High Water Mark and other boundaries of lakes, ponds, streams, or wetlands, where applicable.		
35	Trees with a diameter in excess of eight (8) inches in caliper as measured four (4) feet from their base. The location of trees shall be surveyed and shown on the preliminary plat plan.		
36	Any recorded use limitations or abatements.		

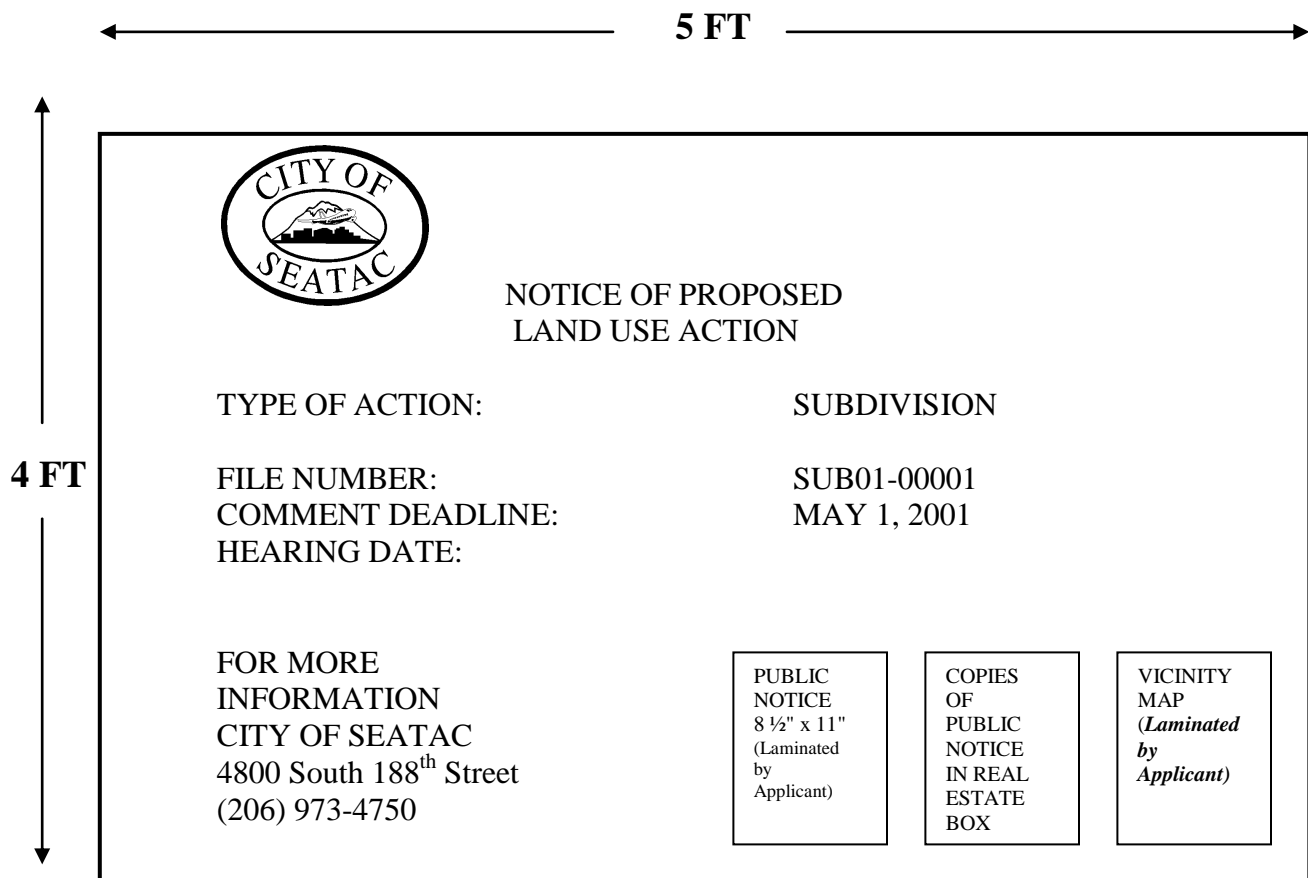
37	Recorded public or private rights-of-way, access, utility or other easements showing location width and purpose.		
38	Other lines of ingress/egress.		
39	Location of any on-site fire hydrants, or the nearest hydrant from lots without hydrants.		
40	All areas and dimensions shall be portrayed to the nearest one hundredth (1/100) of a foot. Angles and bearings shall be portrayed in degrees, minutes, and seconds.		
41	Streets on and adjacent to the tract, including the name and right-of-way (ROW) width, and location; type, width and elevation of surfacing; any legally established centerline elevation; walks, curbs, gutter, culverts, etc.		
42	Utilities on and adjacent to the tract, including location, size, and invert elevation of sanitary, storm and combined sewers; location and size of water mains; location of gas lines, fire hydrants, electric and telephone poles, and street lights. If water mains and sewers are not on or adjacent to the tract, indicate the direction and distance to, and size of nearest ones, showing invert elevation of sewers.		
43	Proposed sanitary, storm water, and water system with points of connection, grades, and sizes indicated.		
44	Topographic contours and elevations at five (5) foot intervals for slopes less than or equal to five percent (5%) and at two (2) foot intervals for slopes greater than five percent to accurately predict drainage characteristics of the property. The topographic contours shall be provided by a Land Surveyor licensed in Washington State. Off-site topographic contours on adjacent property may be required (pursuant to SMC 14.20.030B.15.) to provide supplemental information.		

45	The location of watercourses, wetlands, rock outcrops, wooded areas, all trees of eight (8") inches of caliper or greater, houses, barns, shacks, and other significant features.		
46	Conditions on adjacent land including: <ul style="list-style-type: none"> □ The approximate direction and gradient ground slope, including any embankments or retaining walls; □ Character and location of buildings, power lines, towers, and other nearby non-residential land uses or platted land; □ Refer to subdivision plat by name recording date, volume and page number, and show approximate percent built up, typical lot size, and dwelling type. 		
47	Zoning on and adjacent to the plat.		
48	Key plan showing the location of the tract.		
49	Proposed streets, including names; ROW and Roadway widths; approximate grades and Gradients; similar data for alleys, if any.		
50	Typical cross-sections of the proposed grading, roadway, and sidewalk.		
51	Electronic copies of the City Block can be obtained by contacting the Engineering Review Division at 206-973-4750.		

NOTICE BOARD DIMENSIONAL REQUIREMENTS

The notice board shall be four feet (4') by five feet (5') and shall have a sky blue background with white lettering. Lettering size shall be the following (the illustration below is an example. The type of action, dates, and all pertinent information will be supplied by the City):

- a. Helvetica or similar standard type face;
- b. Three inch (3") capital letters for the title;
- c. Two inch (2") capital letters for all other letters.



NOTICE BOARD INSTALLATION REQUIREMENTS (MINIMUM)

