



PRELIMINARY PLAT SUBMITTAL REQUIREMENTS

A subdivision is the division or re-division of land into seven or more lots, tracts, parcels, or sites for the purpose of sale, lease or transfer of ownership, except as provided in Section 17.04.030 of this title. The following items are required for consideration of an application for Preliminary Plat Subdivision in the City of Black Diamond.

1. **One copy** of a completed City of Black Diamond Master Planning Permit Application form.
2. **Three copies** of a written narrative describing the project.
3. **Four copies** of proposed plat drawings to a minimum paper size of 24" x 36" prepared by a professional land surveyor or engineer. The following information must appear in standard format on the subdivision plat map:

Preferred Scale is 1"=40', but in no case shall be smaller than 1"=100' Show scale on drawing and north arrow.

The map and legal descriptions included in the application shall be prepared and certified by a professional land surveyor or engineer in a format acceptable to the City.

A title block on the drawings showing:

- a. proposed name of the plat
- b. name, address and telephone number of the subdivision developer and property owner
- c. name, address, telephone number and seal of the land surveyor or engineer who prepared the preliminary plat drawings.

A vicinity map drawn to a scale of 4"= 1 mile of sufficient detail to orient the location of the original parcel(s).

The boundary lines of the proposed subdivision.

The boundaries and approximate dimensions, 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.

The proposed location and width of all existing and proposed streets, alleys, roads and easements within the proposed subdivision and adjacent thereto.

The location and, where ascertainable, sizes of all permanent buildings, wells, watercourses, bodies of water (indicating the high-water mark or top of the bank, all overhead and underground utilities, municipal boundaries, section lines, township lines and other important features existing upon, over or under the land proposed to be subdivided.

Generalized plans of proposed water distribution systems, storm sewers, sewerage systems and shoreline modifications, if any, indicating locations and sizing

A layout of buffer zones, or no-build areas and parcels proposed to be dedicated or reserved for public or common use, community school, park, playground, open space and trail networks, wildlife corridors, and perimeter buffers or other uses.

Owners of land adjacent to the subdivisions and the names of any adjacent subdivisions shall be identified on the preliminary plat map.

All environmentally sensitive areas, their buffers, and minimum building setbacks.

Topography showing existing and proposed contours at five-foot (5) contour intervals and extending at least 100' in all directions from property to be subdivided.

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.

If the proposed plat is part of an approved MPD, the proposed preliminary plat drawing shall show road, trail, utility, and other connections to adjacent MPD properties, as well as adjacent approved MPD land uses.

If the subdivision is proposed to occur in two or more phases, the proposed phases shall be clearly shown and labeled.

A table listing the gross density, net density, density proposed through use of the city's Transfer of Development Rights program, minimum lot size, maximum lot size and average lot size for the proposed subdivision.

4. **Four copies** of a completed Environmental Checklist if required. Additional plans and studies may be required, such as a wetland study; soils reports; and traffic studies.

5. Proposed street and utility plans showing proposed locations, sizing and alignment, and of plans showing areas of existing trees and natural vegetation to be retained, and those to be removed.

6. A preliminary outline of any areas within the subdivision to be dedicated or reserved for public or common use, with the purposes indicated thereon and in the dedication or restrictive covenant.

7. Storm drainage design analysis at a level of detail to allow for accurate sizing of storm drainage facilities and tracts.

8. Any information required by the terms of a previously approved MPD permit that is required by the approval to be shown on the plat or required to be constructed as part of the subdivision approval process.

9. Tree Survey, if required

10. Water and Sewer Availability Certificates

11. Title Report no older than 30 days

12. Names and addresses of all persons having ownership interest

13. Sensitive Area Identification Form

14. Copies of Development Right Certificates (DRCs), if applicable

15. Fee and Deposit

Notice of Application

Once the application has been determined to be complete, city staff will issue a formal notice of application to property owners within 300 ft. of the property, publish in the newspaper, and post on the city website. A fourteen-day public comment period will follow.

Review Process

The complete application is forwarded to the Planning, Natural Resources, Fire, Police, and Public Works departments for review of the following items:

1. Ingress and Egress
2. Adequate water, sewer, and storm capacity and availability
3. Adequate fire flow and access for fire protection and medical aid

4. Adequate access for police protection
5. Environmental Impacts
6. Lot standards, i.e. square footage, minimum lot width, ability to meet development standards, etc
7. SEPA review and determination
8. Any other relevant aspects of the subdivision proposal.

*Following staff review, a letter may be sent to the applicant citing deficiencies of any of the above items.

Hearing Examiner

Upon completion of staff review and expiration of the SEPA appeal period, the Community Development Department shall schedule a public hearing before the Hearing Examiner. Notice of the Public Hearing shall be posted at least 14 days prior to hearing. No later than fourteen days following the close of the public hearing, the Hearing Examiner shall issue a written decision.

Preliminary Approval

The approval given to a preliminary plat shall expire seven years following the approval date unless a proposed final plat, meeting all the requirements of this chapter and the conditions of the preliminary plat approval, is submitted to the city.

Appeals

The Hearing Examiner's decision on a preliminary plat application shall be final city action, unless within fourteen days of the date of the decision an appeal is filed with the Superior Court.

Questions:

Please call the Community Development Department at 360-886-5700 if you have any questions regarding the application form or submittal requirements.