



SHORT PLAT, ALTERATION OF COVENANT SUBMITTAL REQUIREMENTS

The purpose of the following is to specify requirements for consideration of application for an alteration to a covenant of Short Plat in the City of Black Diamond per Revised Code of Washington (RCW) 58.17.215. A Short Plat is when land is being divided into six or fewer parcels. A Covenant typically imposes restrictions on how the land may be used and are usually attached to the title to the property.

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. An agreement signed by all parties' subject to the covenants providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the alteration of the subdivision or portion thereof.
4. **Three copies** of proposed Short Plat survey drawings to a minimum paper size of 18" x 24". The following information must appear in standard format on the short subdivision plat map and final mylar (*final mylar shall be submitted only after approval of the proposal*) that will be recorded if approved:

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 and as required by the Survey Recording Act, Chapter 50, Washington Laws of 1973, or as amended*.

A title block in the lower right corner of the drawings showing:

- a. proposed name of the short plat
- b. date of the drawing
- c. name and address of the engineer, surveyor, or the individual responsible for laying out the short plat.

Drawings shall include the name and address of the owner of record of the "Original Tract".

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

The drawing shall show the boundary and dimensions of the "Original Short Plat" including its bearings and length of all boundary lines, Assessor's parcel number, Section, Township and Range, all adjoining public or private roads and identifying names of such.

Location and width of access to all short-platted lots proposed.

Space on a second sheet shall be reserved for comments and appropriate signatures.

Accurate location and dimensions of all existing structures.

Location of all public and/or private utility service lines including but not limited to water, sewer, stormwater, underground/overhead phone/power, natural gas and TV cable.

Distance to the nearest fire hydrant, as measured from the furthest proposed lot corner abutting a roadway, easement, or joint use driveway, etc.

All environmentally sensitive areas and their buffers.

Topography showing existing and proposed contours at five-foot (5) contour intervals.

5. **Three copies** of a completed Environmental Checklist if required. Additional plans and studies may be required.

6. Water and Sewer Availability Certificates

7. Title Report no older than 30 days and lot closure report

8. Sensitive Area Identification Form

9. Fee and Deposit

*All surveys shall be accomplished as required by the Survey Recording Act (Chapter 50, Washington Laws of 1973), and shall be monumented as stated in BDMC Chapter 17.32.

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' of the property. A 14-day public comment period will follow.

Review Process

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

1. Ingress and Egress, public streets, curbs, storm sewers, sidewalks and streetlights
2. Adequate water, sewer, and storm capacity and availability
3. Adequate fire flow
4. Sensitive areas
5. Lot standards, i.e. square footage, minimum lot width, ability to meet development standards, etc.
6. Any other relevant aspects of the Short Plat proposal.

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

Summary Approval

The Community Development Director shall review comments from city staff and coordinate and transmit final determinations to the applicant. The city shall complete its review and issue a Notice of Decision within 120 days after the short plat is determined to be complete by the City.

The preliminary approval given to a short plat shall expire within five years following approval, and no extensions will be granted.

Appeals

Within fourteen (14) calendar days following the Notice of Decision, the applicant may appeal the decision to the Hearing Examiner. The appeal shall be accomplished by filing of a written request with the City Clerk for a hearing. The Notice of Appeal shall briefly specify the issues of the appeal. Decisions not timely appealed shall be final and conclusive.

Final Short Plat

See Black Diamond Municipal Code Sections 17.32.070 (Final approval and improvement construction), 17.32.090 (Public utility service) and 17.32.100 (Filing).

Questions:

Please call the Community Development Department at 360-886-2560 if you have any questions regarding the application form or submittal requirements