



## SHORT PLAT SUBMITTAL REQUIREMENTS

The purpose of the following regulations is to implement Chapter 17.32 of the Black Diamond Municipal Code for consideration of application for a Short Plat in the City of Black Diamond. A Short Plat (Subdivision) approval is required when land is being divided into six or fewer parcels, lots, tracts or sites for the purpose of sale, lease, transfer or building development which has not been divided as part of a Short Plat within a period of five years.

**Sufficient    Insufficient    N/A**

Sufficient	Insufficient	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. <b>One copy</b> of a completed City of Black Diamond Master Planning Permit Application form.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. <b>Four copies</b> of a written narrative describing the project.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>3. <b>Four copies</b> 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 (<i>final mylar shall be submitted only after approval of the proposal</i>) that will be recorded if approved:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Preferred Scale is 1"=40' but in no case shall be smaller than 1"=100' Show scale on drawing and north arrow.</li> <li><input type="checkbox"/> 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*.</li> <li><input type="checkbox"/> A title block in the lower right corner of the drawings showing: <ul style="list-style-type: none"> <li>a. proposed name of the short plat</li> <li>b. date of the drawing</li> <li>c. name and address of the engineer, surveyor, or the individual responsible for laying out the short plat.</li> </ul> </li> <li><input type="checkbox"/> Drawings shall include the name and address of the owner of record of the "Original Tract".</li> <li><input type="checkbox"/> A vicinity map drawn to a scale of 4"= 1 mile of sufficient detail to orient the location of the original tract.</li> <li><input type="checkbox"/> The Plat shall show 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, all adjoining public or private roads and identifying names of such.</li> <li><input type="checkbox"/> The tract(s) of land proposed to be sold or leased, each tract of which is identified by numerical designation dimensions and bearings of each lot boundary line.</li> </ul>

			<input type="checkbox"/> Location and width of access to all short platted lots proposed. <input type="checkbox"/> Space on a second sheet shall be reserved for comments and appropriate signatures. <input type="checkbox"/> Accurate location and dimensions of all existing structures. <input type="checkbox"/> 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. <input type="checkbox"/> Distance to the nearest fire hydrant, as measured from the furthest proposed lot corner abutting a roadway, easement, or joint use driveway, etc. <input type="checkbox"/> All environmentally sensitive areas and their buffers. <input type="checkbox"/> Topography showing existing and proposed contours at five-foot (5) contour intervals. <input type="checkbox"/> If the proposed short plat is part of an approved MPD, the proposed short plat drawing shall show road, trail, utility, and other connections to adjacent MPD properties, as well as adjacent approved MPD land uses.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. <b>Three copies</b> of a completed Environmental Checklist if required. Additional plans and studies may be required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Water and Sewer Availability Certificates
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Title Report no older than 30 days and lot closure report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Sensitive Area Identification Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. If the proposed short plat is located in an approved MPD, a copy of the signed and recorded MPD development agreement.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Fee and Deposit

\*Surveys shall be required for all short plats. 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 fourteen 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