



## CITY OF AUBURN

Planning & Development Department  
Auburn City Hall Annex, 2<sup>nd</sup> Floor  
1 East Main Street / Auburn, WA 98001-4998  
Tel: (253) 931-3090 / Fax: (253) 804-3114  
[permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov) / [www.auburnwa.gov](http://www.auburnwa.gov)

## PRELIMINARY SHORT SUBDIVISION APPLICATION PACKET

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# PRELIMINARY SHORT SUBDIVISION APPLICATION - INTRODUCTION

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### (TYPE I & TYPE II DECISIONS)

#### **What does Type I and Type II refer to?**

Type I decisions are administrative decisions made by the city which are not subject to environmental review under the State Environmental Policy Act (SEPA) codified at Chapter 43.21C RCW.

Type II decisions are administrative decisions made by the City which include threshold determinations under SEPA. When SEPA is required, the City issues a notice of application with a public comment period.

In each case, the written decision can be appealed to the Superior Court of the county in which the property is located (King County or Pierce County).

#### **What is a Short Subdivision?**

A short subdivision is the division or redivision of land into nine or fewer lots, tracts, parcels, sites or divisions for the purpose of sale, lease or transfer of ownership, consistent with the provisions of Auburn City Code (ACC) 17.09 (Short Subdivisions).

#### **What is a Short Plat?**

A short plat is a neat and accurate drawing of a short subdivision, prepared for filing for record with the county auditor, and containing all elements and requirements as set forth by ACC 17.09.

#### **How is a Preliminary Short Subdivision different from a Final Short Subdivision?**

A preliminary short subdivision application is submitted and reviewed before a final short subdivision application. When review of a preliminary short subdivision is finished, the Planning Director issues a written decision approving, approving with conditions or denying the application. Preliminary short subdivisions that are approved or conditionally approved are required to obtain engineering plan approval from the City of Auburn City Engineer. Upon receipt of engineering approval, required improvements must be constructed in accordance with applicable provisions of ACC 17.14 (Improvement Requirements – Subdivisions). Per State law adopted by the City, you have up to 5 years from preliminary approval to submit for final short subdivision approval. In order to obtain final short subdivision approval, you must meet all requirements of Title 17 (Subdivisions) and the conditions and requirements of the written decision granting preliminary approval. Once a final short subdivision is approved, the short plat can be recorded at county recorder's office.

#### **What are the Minimum Requirements for stormwater management?**

The City is required to implement Minimum Requirements for stormwater management on all new development and redevelopment projects, including short subdivisions. The Minimum Requirements are presented in the City of Auburn Surface Water Management Manual and must be addressed in accordance with the applicable provisions of ACC 13.48.

The Minimum Requirements that must be addressed early in the planning of a short subdivision are:

- #5 – On-Site Stormwater Management (Low Impact Development [LID])
- #6 – Runoff Treatment
- #7 – Flow Control
- #8 – Wetlands Protection
- #10 – Off-Site Analysis and Mitigation

## PRELIMINARY SHORT SUBDIVISION APPLICATION PACKET

### Can you cluster lots within a short subdivision?

In certain areas of the City, the City of Auburn allows clustering of lots within a subdivision onto a portion of the site, while maintaining the density. Clustering allows future development to occur at an appropriate density for infrastructure services; it also protects environmentally critical areas or cultural/historic features by clustering lots away from these areas. ACC17.26 sets forth standards by which clustering is allowed.

### When is a neighborhood review meeting required?

A neighborhood review meeting is required by ACC18.02.130, if a project results in 40 or more lots or units.

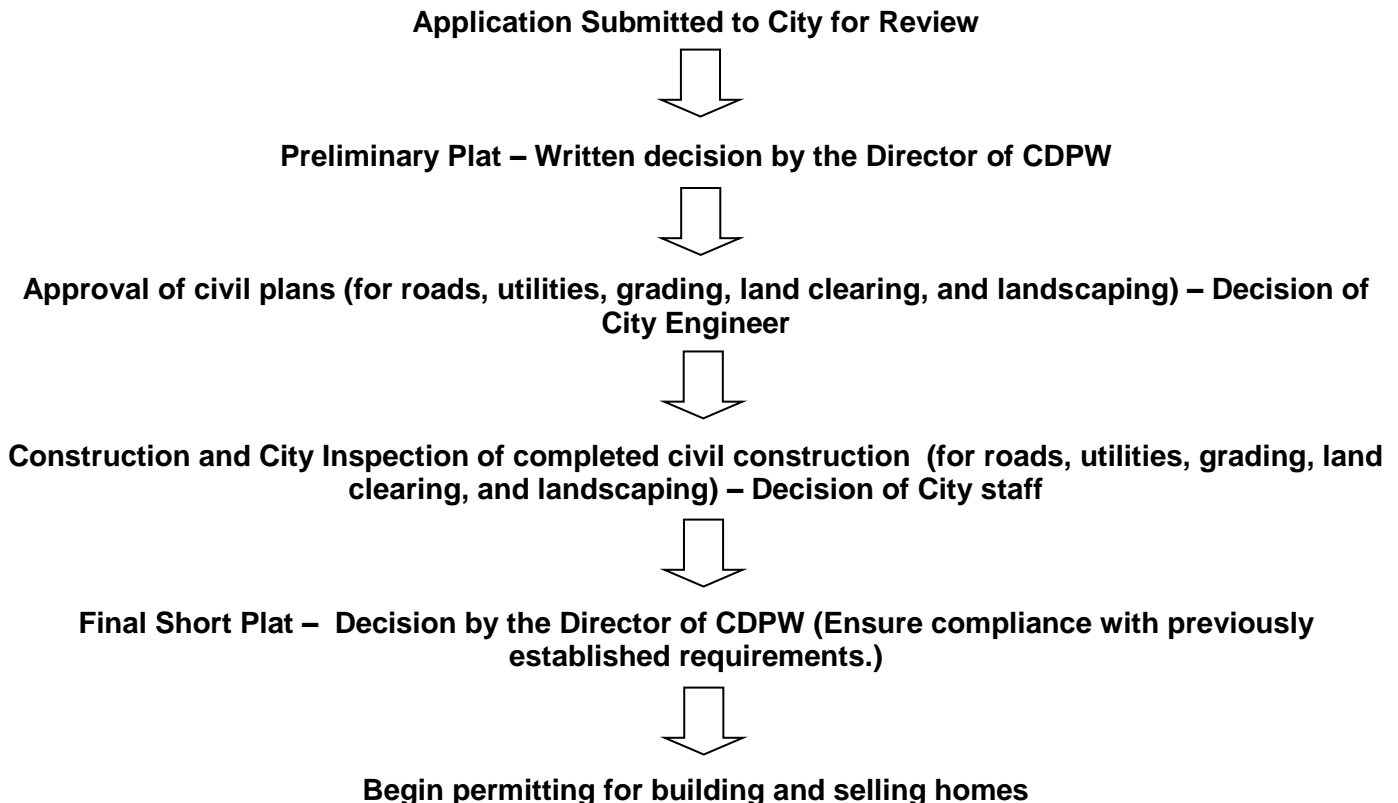
### Will I need to dedicate property to the City?

In accordance with ACC 17.09.050, roads that have insufficient width or do not meet minimum standards may require the abutting property to dedicate a portion of their site to the City. ACC 17.09.050 sets forth the criteria and standards regarding road dedications.

### What are Impact Fees?

Impact Fees are fees associated with new development to mitigate the impacts of the development. Impact fees are assessed and typically required to be paid at the time of building permit issuance. Such fees may include fees when there is an associated impact to streets, fire service, schools and city parks per ACC Title 19.

### What does the short plat decision making process look like?



**QUESTIONS? PHONE 253.931.3090 or E-MAIL [permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov)**

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## **PRELIMINARY SHORT SUBDIVISION APPLICATION – INTRODUCTION [CONTINUED]**

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### **When is SEPA applicable?**

Short plats are exempt from the Washington State Environmental Policy Act (SEPA), except when a proposed action is, for example, within a critical area, includes grading 500 cubic yards of fill and/or cut, involves the installation of utility lines over 8 inches in size, or if the short plat is an action that is not exempt per ACC 16.06.055. After the required Notice of Application comment period expires, the City issues a SEPA threshold determination, or other SEPA decision as provided in ACC 16.06, RCW 43.21 and WAC 197-11. The SEPA decision is final unless the threshold determination is revised by the City based on further comments during the comment period or unless is appealed during the appeal period.

The appeal period is 14 days for a determination of non-significance and 21 days for a mitigated determination of non-significance. If appealed, the appeal must be filed with the City Clerk per ACC 16.06.230 and it will be heard by the Hearing Examiner pursuant to ACC 18.66.130.

If a determination of significance is issued because of significant impacts by the proposal an environmental impact statement could be required.

### **How long before I am notified if my application is complete?**

When submitting an application, you must submit all information listed in this application under “Type I & Type II Short Subdivision Application Submittal Checklist”. Within 28 calendar days of receiving the application, City staff will determine if the application is complete based on compliance with the submittal checklist. If your application is complete you will be notified in writing. If your application is not complete, you will receive a letter from City staff detailing required information to make your application complete.

### **What are the criteria for short plat approval?**

The preliminary short plat must conform to general requirements for short subdivision including ACC 17.09.035 Survey requirements, ACC 17.09.050 Development Requirements, ACC 17.09.060 Preliminary Short Subdivision Approval and RCW 58.17.060 Factors to be considered and Findings.

Appropriate provisions made for, but not limited to, the public health, safety, open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies and sanitary wastes, and shall consider all relevant facts, including sidewalks, and other planning features that assure safe walking conditions for students who walk to and from school; and whether the public interest will be served by the short subdivision.

### **What if there are CRITICAL AREAS on the property?**

Projects that involve work within critical areas (e.g., wetlands, streams, steep slopes, and lakes) may require that the City contract out for expert technical assistance. Pursuant to ACC 16.10, the applicant is responsible for providing any information, mapping, studies, and materials, and for paying for inspections or review by a qualified professional acceptable to the City. You will be advised at the earliest possible point if your project will be subject to these types of expenses.

### **What happens after a preliminary short subdivision is approved?**

Preliminary approvals for short subdivisions are valid for a period of five years following the date of the notice of final decision (ACC 17.09.110 Time limitations). After preliminary approval is granted, engineering design and construction in compliance with ACC 17.14 Improvement Requirements must be completed and conditions of preliminary approval satisfied. Then, a final short plat can be submitted for city review and approval. The final short plat application will then be recorded with the county recorder’s office in which the property is located (King County or Pierce County).

**PLEASE NOTE: Applicants are responsible for complying with all applicable City Codes and ordinances and should review all City regulations that may be applicable to their proposed project. For assistance in determining which regulations are applicable, please contact the City of Auburn Permit Center.**



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OFFICE USE ONLY

FILE #: \_\_\_\_\_  
FILE NAME: \_\_\_\_\_  
TYPE: \_\_\_\_\_ LAND USE DESIG: \_\_\_\_\_  
RECEIVED BY: \_\_\_\_\_ SUBMITTAL DATE: \_\_\_\_\_

**PRELIMINARY SHORT SUBDIVISION APPLICATION**

PLEASE SELECT THE SPECIFIC TYPE OF PRELIMINARY SHORT SUBDIVISION FROM THE FOLLOWING LIST:

TYPE I PRELIMINARY SHORT SUBDIVISION  
(NO SEPA REVIEW)

TYPE II PRELIMINARY SHORT SUBDIVISION  
(SEPA REVIEW REQUIRED)

**APPLICANT:**  Use mailing address for meeting notification.  Check box if Primary Contact

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**SIGNATURE (Required):** \_\_\_\_\_ **PRINTED NAME:** \_\_\_\_\_

**APPLICANT'S REPRESENTATIVE:**  Check box if Primary Contact

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**SIGNATURE (Required):** \_\_\_\_\_ **PRINTED NAME:** \_\_\_\_\_

**PROPERTY OWNER(S):**  Attach separate sheet if needed.  Check box if Primary Contact

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**SIGNATURE (Required):** \_\_\_\_\_ **PRINTED NAME:** \_\_\_\_\_

**Note: Applicant or representative must have property owner's consent to file this application form in order for it to be accepted PROPERTY INFORMATION (REQUIRED)**

**SITE ADDRESS:** \_\_\_\_\_

**AREA TO BE DEVELOPED (sf):** \_\_\_\_\_

**ASSESSOR'S PARCEL ID#**      **LOT SIZE**      **ZONING DISTRICT**

**EXISTING USE OF SITE:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPOSED USE OF SITE:** \_\_\_\_\_

\_\_\_\_\_



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**PRELIMINARY SHORT SUBDIVISION  
APPLICATION PACKET**

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**PRELIMINARY SHORT SUBDIVISION – AUTHORIZATION**

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**(A copy of this letter must be submitted for each property owner involved)**

I, \_\_\_\_\_ declare under penalty of perjury under the laws of the State of Washington as follows;

- 1. I am the owner of the property that is the subject of the application.
- 2. I  have not appointed anyone, or  have appointed \_\_\_\_\_ to act as my agent regarding this application.
- 3. All statements, answers, and information submitted with this application are true and correct to the best of my knowledge and belief.
- 4. I agree to hold the City of Auburn harmless as to any claim (including costs, expenses and attorney’s fees incurred in the investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Auburn, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as part of this application.
- 5. I hereby grant permission for representatives of the City of Auburn and any other Federal, State, or local unit of government with regulatory authority over the project to enter onto my property to inspect the property, take photographs, and post public notices as required in connection with review of this application and for compliance with the terms and conditions of permits and approvals issued for the project.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CITY and STATE WHERE SIGNED

\_\_\_\_\_  
ADDRESS



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**PRELIMINARY SHORT SUBDIVISION APPLICATION -  
CONCURRENT APPLICATIONS**

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Please indicate whether you are submitting one or more concurrent applications with this application by checking one or more of the boxes below:

**Type I Applications  
(administrative decisions  
made by the city which are not  
subject to environmental  
review under the State  
Environmental Policy Act  
[SEPA]):**

- Administrative Use Permit
- Boundary Line Adjustment
- Boundary Line Elimination
- Building Permit
- Excavation Permit
- Floodplain Development Permit
- Grading Permit
- Home Occupation Permit
- Land Clearing Permit
- Mechanical Permit
- Plumbing Permit
- Public Facility Extension Agreement
- Right-of-way Use Permit
- Short Subdivision
- Special Permit
- Temporary Use Permit (administrative)
- Utility Permit

**Type II Applications  
(administrative decisions  
made by the city which  
include threshold  
determinations under  
SEPA):**

- Administrative Use Permit
- Building Permit
- Floodplain Development Permit
- Grading Permit
- Land Clearing Permit
- Public Facility Extension Agreement
- Short Subdivision

**Type III Applications  
(quasi-judicial final  
decisions made by the  
hearing examiner  
following a  
recommendation by staff):**

- Conditional Use Permit
- Preliminary Plat
- Special Exception
- Special Home Occupation Permit
- Substantial Shoreline Development Permit
- Surface Mining Permit
- Temporary Use Permit
- Variance

**Type IV Applications –  
(quasi-judicial decisions  
made by the city council  
following a  
recommendation by the  
hearing examiner):**

- Rezone (site-specific)

**OTHERS - as may apply:**

- SEPA
- SHORELINE EXEMPT
- \_\_\_\_\_
- \_\_\_\_\_



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**PRELIMINARY SHORT SUBDIVISION APPLICATION -  
SUBMITTAL CHECKLIST**

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**DIGITAL COPIES OF WRITTEN MATERIALS, PLANS & GRAPHICS**

- Please provide a labeled readable compact disc(s) containing digital versions of all submitted written materials and plans and graphics for use by the City of Auburn during the preliminary short plat review process. Staff will use this information in report preparation and public noticing so please be sure to provide current and accurate information. Written materials should be submitted to be compatible with Microsoft Office desktop software products. Plans and graphics should be submitted in *pdf* or *tif* format.

**APPLICATION FEES - Make checks payable to the City of Auburn**

- All application fees, including, but not limited to: Preliminary Plat – Short Plat Fee, Valley Regional Fire Authority (VRFA), Hearing Examiner Fee(s), SEPA Fee(s), and Posting Board Fee. Some fees will not be invoiced until actual costs are known. Fees will be assessed as outlined in the **current year’s fee schedule**: <http://www.auburnwa.gov/forms>

**WRITTEN MATERIALS – Total of ten (10) copies unless otherwise noted**

- A. **APPLICATION FORM** Provide a **completed** application form signed by the property owner(s) and/or applicant (**One original and 9 copies**)
- B. **LETTER OF AUTHORIZATION** Provide **one (1) original** letter of authorization to act contained with this application packet inclusive of all required signatures.
- C. **CONCURRENT APPLICATIONS FORM (10 copies)**. Identify applications that are being submitted concurrent with the short subdivision application, including SEPA environmental checklist review, if required.
- D. **LEGAL DESCRIPTION (2 copies)**. Provide a legal description of the property to be short subdivided prepared by a professional land surveyor licensed in the State of Washington.
- E. **TITLE REPORT (2 copies)**. A title report, with liability for errors not to exceed the assessed value of the lots on the date of application. The title report shall be issued no more than 30 days prior to the application date. The City may request an updated title report prior to final short subdivision approval at its discretion.
- F. **PRELIMINARY SHORT SUBDIVISION APPLICATION SUBMITTAL CHECKLIST (10 copies)** Addressing Submittal of Written Materials and Drawings with Plans.
- G. **SEPA CHECKLIST (10 copies)**. Short subdivisions that are subject to SEPA under state and city rules must submit a **completed** SEPA environmental checklist together with any supporting documentation or information to address potential or known environmental impacts resulting from the proposal.

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- H. **TRAFFIC ANALYSIS (5 Copies).** If the short subdivision is for a new use or an expanded use that will generate traffic, safety or other issues, the City Engineer may require submittal of a traffic analysis prepared by a professional engineer licensed in the State of Washington. The City Engineer may make this determination prior to application submittal as part of a pre-application conference meeting request or as part of coordination with the applicant prior to application submittal.
- Traffic Analysis required and attached.
  - Traffic Analysis is not applicable as determined by the City Engineer
  - Don't know

- I. **SCHOOL ACCESS ANALYSIS (5 copies).** If a residential short subdivision is proposed, provide a School Access Analysis to determine the safety of walking conditions for students who walk to and from school (RCW 58.17.110).

- J. **PRELIMINARY STORM REPORT (5 copies).** The following Minimum Requirements must be addressed in the preliminary storm report, if applicable to the project, with supporting calculations, justification, and drawings, in accordance with the City of Auburn Surface Water Management Manual (current edition):
- Minimum Requirement #5 – On-Site Stormwater Management (Low Impact Development [LID])
  - Minimum Requirement #6 – Runoff Treatment
  - Minimum Requirement #7 – Flow Control
  - Minimum Requirement #8 – Wetlands Protection
  - Minimum Requirement #10 – Off-Site Analysis and Mitigation

- K. **CRITICAL AREAS REPORT (6 copies), if applicable,** addressing compliance ACC 16.10 (Critical Areas) prepared by a qualified consultant as defined by ACC 16.10.020 as a person who has attained a degree from an accredited college or university in the subject matter necessary to evaluate the critical area in question (e.g., biology, ecology, or horticulture/arboriculture for wetlands, streams, wildlife habitat, and geology and/or civil engineering for geologic hazards, and hydrogeologist for ground water protection areas), and/or who is professionally trained and/or certified or licensed by the State of Washington to practice in the scientific disciplines necessary to identify, evaluate, manage, and mitigate impacts to the critical area in question.

Known or Suspected Critical Area	Class	Analysis Required	Analysis Prepared
<input type="checkbox"/> Wetlands	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Stream	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Wildlife Habitat Area	_____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Geologic Hazard Area	_____	<input type="checkbox"/>	<input type="checkbox"/>
Seismic, steep slope, landslide, & erosion			
<input type="checkbox"/> Groundwater Protection Area	_____	<input type="checkbox"/>	<input type="checkbox"/>
Other:			
<input type="checkbox"/> Flood Hazard - ACC 15.68	_____	<input type="checkbox"/>	<input type="checkbox"/>

- L. **GEOTECHNICAL SOIL ANALYSIS REPORT (5 copies).** Prepared by a geotechnical engineer licensed in the State of Washington. At a minimum, the geotechnical report shall include the required information from Volume I, Section 3.1.1.2 of the DOE's current Stormwater Management Manual for Western Washington and address the following:
- Soil infiltration rate (inches per hour)
  - Seasonal (Winter) High Groundwater Elevation



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M. **EVIDENCE OF WATER/SEWER AVAILABILITY (10 copies)** If the property is located within the City's Water and/or Sanitary Sewer Service Area, the city shall confirm the applicability of utilities as part of the preliminary short plat review process. If the property is located outside the City's Water or Sanitary Sewer Service Area, the application shall include evidence of water and/or sanitary sewer availability from the purveyor or evidence of approval from King County or Pierce County Health Departments for any well and/or on-site sewage disposal system(s) adequate to accommodate the proposed development. Where any lot is proposed to be served by an on-site sewage disposal system, results of preliminary percolation tests for each such proposed lot, conducted under the applicable county department of health rules and regulations, shall be submitted.

- Water Service by City
- Sanitary Sewer by City
- Water and/or Sewer Service by another agency and Availability Certificate attached.
- On-site sewage disposal system planned and County Health approval attached.
- On-site well planned and County approval and well covenant are attached.

N. **RESTRICTIONS (10 copies).** Provide documents containing applicable restrictions, if any, to be imposed upon the use of the land. Such restrictions must be recorded simultaneously with the short subdivision.

O. **PRE-APPLICATION CONFERENCE SUMMARY NOTES.** Provide **one (1) copy** of the Pre-application Conference Summary Notes, if a pre-application conference meeting was held.

P. **WRITTEN/PLAN/GRAPHIC EVIDENCE OF COMPLIANCE TO MULTI-FAMILY/MIXED USE DESIGN STANDARDS AND INFILL STANDARDS (10 copies).** If applicable to the proposed project, submit required written and plan/graphic documentation demonstrating compliance to the applicable design standards for multi-family or mixed use development contained within the City of Auburn "Multi-Family/Mixed Use Developments Design Standards". If infill standards apply, submit required written and plan/graphic documentation demonstrating compliance with ACC18.25.

**PRELIMINARY SHORT PLAT DRAWINGS and PLANS – Total of ten (10)copies / 18" x 24 full size sets of the preliminary short plat submittal & one (1) 11" x 17" copy. All plans should be folded to fit a legal size file jacket.**

A. **SCALE & LEGIBILITY** All drawings and plans must be to scale (engineering scale) no less than 1" = 100' (**1:50 is preferred**) and should have a maximum sheet size of **18" x 24"**. If more than one (1) sheet is needed, each sheet shall be numbered consecutively and an index sheet showing the entire property at an appropriate scale and orientation to the other sheets shall be provided. All geographic information portrayed by the preliminary short plat drawings shall be accurate and legible. A north arrow and graphic scale must be provided for each drawing and plan.

B. **PRELIMINARY SHORT PLAT DRAWING - List of items to be included:**

- 1. The name of the proposed short subdivision, together with the words "Short Plat."
- 2. Name, stamp and signature of the professional engineer and professional land surveyor both licensed in the State of Washington who prepared the preliminary plat drawings and associated plans together with their address, e-mail, and phone number.
- 3. Name, address, e-mail address and phone number of the applicant.

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- 4. Name, address, e-mail address and phone number of each property owner.
- 5. Section, Township and Range of the subdivision.
- 6. Legal description.
- 7. Name of sewer provider or proposed sewer disposal system.
- 8. Name of water provider/ source of domestic water supply.
- 9. School district.
- 10. Fire district.
- 11. Telephone service.
- 12. Power source.
- 13. Existing zoning designation.
- 14. Proposed zoning designation.
- 15. Residential Table -Provide a table with the following information for each zone classification on the site involving residential land uses:
  - a. Proposed land use (i.e. single family, duplex, multi-family).
  - b. Number of dwelling units proposed.
  - c. Density – proposed dwellings per net acre
  - d. Gross acreage
  - e. Net acre area (list
  - f. Minimum number of dwelling required. (Minimum Density X Net Acres)
  - g. Maximum number of dwellings allowed (Base Density X Net Acres)
  - h. Bonus Density Credit (if proposed)
  - i. Existing zoning designation
  - j. Proposed zoning designation
  - k. Approximate area of smallest lot
- 16. Blank 4" X 4" box for City date and other stamps.
- 17. Date plan was prepared and space for revisions dates on subsequent resubmittals.
- 18. Vicinity Map: A vicinity map sufficient to define the location and boundaries of the proposed short subdivision with respect to surrounding property, streets and other major man-made and natural features shall appear on the short plat.



**C. PRELIMINARY SHORT PLAT DRAWING - GRAPHIC REPRESENTATION** The Preliminary Short Plat Drawing must be prepared by a professional land surveyor licensed in the State of Washington and the following graphic features shall be shown on the drawing:

- 1. Indicate boundaries of the short subdivision by a heavy line. Use heavier line weight for streets so they will stand out from the lots and contour lines.
- 2. The boundaries and approximate dimensions of all proposed lots and tracts to the nearest foot, Include the square footage of each. Identify all lots proposed to be created by lot number and tracts by alphabetic identification, together with the purpose of the tract. Also include the location, width, and purpose of each new easement to be created.
- 3. Location, widths, and names of all existing or proposed streets, public ways, or private streets within or adjacent to the short plat. (City will assign street names after initial review of the preliminary short plat)

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- 4. Location of storm water quality/detention facilities, existing vegetation and infiltrative soils areas to be preserved, and natural drainage features.
- 5. Location of Critical Areas, and Critical Area Buffers.
- 6. Location of public and private parks, and open space areas
- 7. A section or quarter section breakdown with appropriate ties to the subject parcel(s).
- 8. The boundaries of any adjacent property under the same ownership as the land to be short subdivided.
- 9. All existing property lines lying within the proposed short subdivision which are to be vacated.
- 10. Where the property has been previously subdivided, the original lots, blocks, street easements, etc., shall be shown in dotted lines in scale with the proposed short subdivision.
- 11. Identify setbacks from proposed property lines and easements for existing structures to remain.
- 12. Show location of all physical and legal description encroachments affecting the boundary between the application site and the adjoining parcels. Encroachments may be from the application site onto the adjoining parcels or from the adjoining parcels onto the application site.

**D. EXISTING FEATURES PLAN / FIELD TOPOGRAPHY** Provide a plan be prepared by a professional land surveyor licensed with the State of Washington showing the following:

- 1. Existing topography of the land indicated with contours at 2-foot intervals when slopes are 5% or less and 5-foot intervals for slopes exceeding 5% within the boundaries of the proposal. Identify all slopes 25 percent or greater on or within 25 feet of the site. Contours for streets abutting the property must also be included. Contour lines shall be labeled at intervals not to exceed twenty (20) feet, and shall be based upon current City Datum in accordance with the City's Engineering Design Standards.
- 2. Location of existing vegetation on site, specifically identifying "Significant Trees" defined as healthy evergreen tree, six inches or more in diameter measured four feet above grade, or a healthy deciduous tree four inches or more in diameter measured four feet above grade (ACC 15.74.030 N.).
- 3. Show location and extent of all critical areas; shorelines of the state; FEMA flood designations; hydrologic features within 200 feet of the boundaries to the site; and required buffers and/or setbacks. Indicate if streams are intermittent and the limits of any wetlands. Identify the limits of the 25-year floodplain for streams and 100-year floodplain for rivers. Provide names of all water features and all drainage basins served by or containing these features. Contours for these features must be sufficient to accurately determine the existing character.
- 4. Show all existing structures, including rockeries fences and walls; and parcels both within the proposed short subdivision and within 100 feet of the boundaries of the proposed short subdivision. Indicate whether or not the on-site structures will be removed or relocated.
- 5. The location, widths, and purposes of any existing easements including recording numbers, lying within the proposed subdivision; and any known adjacent easements.
- 6. Show the location of existing utilities on the property and within adjacent right-of-way.

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E. **CONCEPTUAL GRADING PLAN.** Provide a conceptual grading plan prepared by a professional engineer licensed in the State of Washington, showing:

- 1. Existing and proposed grades with cross sections to demonstrate code compliance.
- 2. Location of proposed clearing and grading limits.
- 3. Contour lines at 2-foot intervals when slopes are 5% or less and 5-foot intervals for slopes exceeding 5% within the boundaries of the proposal. Contour lines shall be labeled at intervals not to exceed twenty (20) feet, and shall be based upon current City Datum in accordance with the City's Engineering Design Standards. Existing contour lines which will be altered through filling or excavation shall be indicated by broken lines (final contour lines shall be indicated by solid lines).
- 4. The conceptual grading/clearing plan must identify grading required on site and within proposed or existing right-of-way.
- 5. Contours for critical area features must be sufficient to accurately determine the existing character and extent of proposed change.

F. **CONCEPTUAL UTILITY PLAN - Water, Sewer, Storm and Other** Provide a conceptual utility plan prepared by a professional engineer licensed in the State of Washington showing all utility infrastructure needed to serve the subdivision and/or methodology prepared in accordance with the City's comprehensive plans, engineering standards or ordinance requirements. The conceptual utility plan shall include information to ensure that utilities can be constructed consistent with the preliminary plat layout and that the facilities will ultimately meet City design requirements including adequate maintenance and repair access. The Plan shall specify the following information:

- 1. Background grading contours and adequate horizontal and vertical datum.
- 2. The location of all existing and proposed ditches, culverts, catch basins, and other parts of the design for the control and conveyance of surface water drainage; and existing and proposed water quality facilities.
- 3. The location of tracts or easements (or other areas) dedicated for low impact development (LID) and stormwater facilities.
- 4. The location and size of existing sanitary sewer, storm sewer, and water lines or other utilities lying within or adjacent to the proposed short subdivision.
- 5. The location, size and vertical profile for all proposed sanitary sewer, storm sewer, and water lines or other utilities to serve the proposed short subdivision.
- 6. The location of any well used for domestic water supply existing within the proposed subdivision or within one hundred (100) feet of the boundaries of the proposed short subdivision.
- 7. The location of other utilities other than those provided by the City.
- 8. If electrical transmission lines cross the subject property, show locations of poles and towers. Identify overhead electrical and other facilities that are required to be undergrounded.
- 9. Place all regional utility lines crossing the site in tract(s) or easements.
- 10. Identify any non City facilities, such as: booster stations, PVR's, wells, or lift stations proposed to serve the proposed short subdivision.

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- G. CONCEPTUAL STREET AND ACCESS PLAN** - Streets must be compatible with the City's Comprehensive Transportation Plan. The short subdivision shall be consistent with the city's six (6) year plan, and any other street plan; and shall make provisions for such streets and must not preclude implementation of such street plans.

Provide a conceptual street and access plan prepared by a professional engineer licensed in the State of Washington. The plans shall show existing and proposed streets, access points and access points adjacent or on the opposite side of the subject property's frontage. The application shall also include a transportation site plan for streets, pedestrian, and bike facilities. The site plan shall include adequate horizontal and vertical information to ensure the transportation facilities can be constructed consistent with the preliminary plat layout. The plan should show:

- 1. The location, right-of-way widths, pavement widths, classifications and names of all existing or platted streets, whether public or private, and other public ways including railroads right of way within or adjacent to the proposed subdivision.
- 2. The boundaries and approximately dimensions of all proposed streets to the nearest foot.
- 3. Adequate horizontal and vertical street geometrics to ensure compliance with City Standards for all proposed streets; including plan and profile drawings of all proposed streets.
- 4. Sight distance triangles for entry to all streets and at all intersections (private and public)
- 5. Typical roadway sections, including streetlights and street trees for all proposed streets and existing frontage streets.
- 6. Pedestrian connections to existing or proposed trails/pedestrian routes on adjacent properties shall be provided unless there are physical constraints such as critical areas that preclude the construction of a pedestrian connection.
- 7. Show pedestrian connections, walkways and sidewalks. For a residential short subdivision show walking conditions and proposed improvements for students who only walk to and from school (RCW58.17.110).

- H. LANDSCAPE PLAN** If applicable, the landscape plan shall be prepared by a professional landscape architect licensed in the State of Washington showing existing wooded areas, meadows, rock outcroppings, proposed and required buffers, open spaces, street trees, significant trees, ornamental landscaping, and other landscape features. This plan shall identify areas to be cleared and those significant trees to be retained and those to be removed.

This plan needs to include background information, including: sight distance triangles, proposed utilities, driveway access, and street lighting to show that all required improvements can be met by the proposed subdivision.

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**DECISION CRITERIA FOR SHORT SUBDIVISIONS**

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The following State and City Codes comprise the main factors to be considered in review of a preliminary short subdivision application. To assess compliance of the subdivision with these codes, the City relies on policies, codes, special studies, SEPA and other applicable documentation. This list does not include all codes that may apply.

**REVISED CODE OF WASHINGTON - RCW 58.17.060 Summary approval – Regulations – Requirements.**

- (1) The legislative body of a city, town, or county shall adopt regulations and procedures, and appoint administrative personnel for the summary approval of short plats and short subdivisions or alteration or vacation thereof. When an alteration or vacation involves a public dedication, the alteration or vacation

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shall be processed as provided in RCW [58.17.212](#) or [58.17.215](#). Such regulations shall be adopted by ordinance and shall provide that a short plat and short subdivision may be approved only if written findings that are appropriate, as provided in RCW [58.17.110](#), are made by the administrative personnel, and may contain wholly different requirements than those governing the approval of preliminary and final plats of subdivisions and may require surveys and monumentations and shall require filing of a short plat, or alteration or vacation thereof, for record in the office of the county auditor: PROVIDED, That such regulations must contain a requirement that land in short subdivisions may not be further divided in any manner within a period of five years without the filing of a final plat, except that when the short plat contains fewer than four parcels, nothing in this section shall prevent the owner who filed the short plat from filing an alteration within the five-year period to create up to a total of four lots within the original short plat boundaries: PROVIDED FURTHER, That such regulations are not required to contain a penalty clause as provided in RCW [36.32.120](#) and may provide for wholly injunctive relief. An ordinance requiring a survey shall require that the survey be completed and filed with the application for approval of the short subdivision.

(2) Cities, towns, and counties shall include in their short plat regulations and procedures pursuant to subsection (1) of this section provisions for considering sidewalks and other planning features that assure safe walking conditions for students who walk to and from school .

### **RCW 58.17.110 - Approval or disapproval of subdivision and dedication — Factors to be considered Conditions for approval — Finding — Release from damages**

(1) The city, town, or county legislative body shall inquire into the public use and interest proposed to be served by the establishment of the subdivision and dedication. It shall determine: (a) If appropriate provisions are made for, but not limited to, the public health, safety, and general welfare, for open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and school grounds, and shall consider all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school; and (b) whether the public interest will be served by the subdivision and dedication.

(2) A proposed subdivision and dedication shall not be approved unless the city, town, or county legislative body makes written findings that: (a) Appropriate provisions are made for the public health, safety, and general welfare and for such open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and school grounds and all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school; and (b) the public use and interest will be served by the platting of such subdivision and dedication. If it finds that the proposed subdivision and dedication make such appropriate provisions and that the public use and interest will be served, then the legislative body shall approve the proposed subdivision and dedication. Dedication of land to any public body, provision of public improvements to serve the subdivision, and/or impact fees imposed under RCW [82.02.050](#) through [82.02.090](#) may be required as a condition of subdivision approval. Dedications shall be clearly shown on the final plat. No dedication, provision of public improvements, or impact fees imposed under RCW [82.02.050](#) through [82.02.090](#) shall be allowed that constitutes an unconstitutional taking of private property. The legislative body shall not as a condition to the approval of any subdivision require a release from damages to be procured from other property owners.

### **ACC 17.09.050 Development requirements.**

A. Lot Area and Dimensions. Each lot created by short subdivision shall contain sufficient square footage and lot dimensions to meet the requirements of ACC Title 18. Each lot to be served by an on-site sewage disposal system shall be a minimum of 15,000 square feet in area and shall also meet the minimum lot

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area requirements of the county department of health rules and regulations. Land contained in access easements, tracts or panhandles shall not be included in lot area or lot dimension calculations for the purposes of this section.

B. Every lot within a short subdivision shall be capable of being served by public or private sewage disposal, water, storm drainage facilities and streets. The city will not approve a short subdivision for which a building permit cannot be issued because of insufficient infrastructure.

C. Conformance with Adopted Plans. Street, water, sewer and storm drainage facilities adjacent to or within the short subdivision shall be in conformance with adopted city ordinances, standards and policies. Easements for utilities recommended by such plans shall be provided to the city, with the exact location of such easements to be determined by the city engineer.

D. Floods, Flood Control and Storm Drainage.

1. Where any portion of the proposed short subdivision lies within an area of special flood hazard or regulatory floodway, conformance with adopted city flood hazard area ordinances, standards and policies shall be required.

2. A conceptual storm drainage/site grading plan shall be required to be submitted, as part of the short subdivision application, unless waived by the city engineer.

E. Adjacent Streets. When any public street lying adjacent to the property being short subdivided has insufficient width or for any other reason does not conform to minimum street standards, in accordance with the City design and construction standards, sufficient additional right-of-way shall be dedicated to the city and appropriate improvements shall be made by the subdivider to conform the abutting half of the street to such standards consistent with ACC 12.64A. Deferral of such improvement requirements shall be in conformance with ACC 12.64A.

F. Access.

1. All short subdivisions shall border on an opened, constructed and maintained public street. All lots within a short subdivision shall either border on an opened, constructed and maintained public street or shall be served by a private street, access easement, tract or panhandle having direct access to such a public street. Where private streets and access easements are provided, they shall be in conformance with the city of Auburn design and construction standards.

2. All private streets, access easements and panhandles shall be capable of meeting the fire access requirements of Chapter 15.36A ACC and the development standards of Chapters 18.31 ACC and 17.14 ACC, in addition to any other requirements of this title, including, but not limited to, an adequate surface for access and minimum turnaround requirements on dead-end streets or access easements as specified by the fire department.

G. Dedication of Streets. Dedication of a public street or streets may be required, whenever the City Engineer finds that one or more of the following conditions applies:

1. The general alignment of a proposed private street, access easement or panhandle follows the general alignment of a future arterial as shown in the comprehensive plan; or

2. The general alignment of a proposed private street, access easement or panhandle can be reasonably modified to provide a desirable through-connection between two or more existing or planned public streets or arterials; or

3. A public street would be necessary to provide adequate access to adjacent property not subject to the proposed short subdivision.

H. Fire Hydrants. All lots within a short subdivision shall be capable of being served by a fire hydrant as required by Chapter 13.16 ACC. Property zoned RC, residential conservancy, may be exempt, provided the requirements of ACC 13.16.030 are met. (Ord. 6186 § 12, 2008; Ord. 6006 § 3, 2006.

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### **ACC 17.09.060 Preliminary Short Subdivision Approval.**

A. Preliminary Short Subdivision Approval. The Director or designee shall issue a written decision approving, approving with conditions or denying a preliminary short subdivision. In making a decision, the Director or designee shall use the following criteria in deciding on an application:

1. Consistency with RCW 58.17 (Plats-Subdivisions-Dedications);
2. Consistency with applicable provisions of the City of Auburn Comprehensive Plan;
3. Consistency with the City of Auburn Capital Facilities Plan;
4. Consistency with the City of Auburn Engineering Design and Construction Standards;
5. Consistency with applicable provisions of Title 12 (Streets, Sidewalks and Public Works)
6. Consistency with applicable provisions of Title 13 (Water, Sewers and Public Utilities)
7. Consistency with applicable provisions of Title 15 (Building and Construction)
8. Consistency with applicable provisions of Title 16 (Environmental)
9. Consistency with applicable provisions of Title 18 (Zoning)
10. Consistency with applicable provisions of Title 19 (Impact Fees)

B. Upon receiving a complete application for short subdivision approval, the planning director shall transmit a copy of the short subdivision together with copies of any accompanying documents as the director deems appropriate, to the following:

1. City engineer, who shall review the proposed short subdivision with regard to its conformance to the general purposes of adopted traffic and utility plans; adequate provisions for storm drainage, streets, alleys, other public ways, water and sanitary sewer; and conformance to any applicable improvement standards and specifications and compliance with Chapter 58.09 RCW and Chapter 332-130 WAC;
2. Fire Marshal, who shall review the proposed short subdivision with regard to adequate provisions for emergency access and fire suppression requirements;
3. City building official, who shall assess building code compliance issues, as applicable addressing requirements for each lot within the proposed short subdivision;
4. Any other city department, utility provider, school district or other public or private entity as the director deems appropriate.

C. Conditions and Restrictions. The Director or designee shall include in the written decision any conditions and restrictions that he or she determines are reasonably necessary to mitigate any undesirable impacts of granting approval. Any conditions and restrictions that are included by the Director or designee become part of the decision and are enforceable.

D. Contents of Written Decision. The Director or designee shall include the following in the written decision:

1. A statement granting, modify and granting with condition or denying the short subdivision application.
2. Any conditions or restrictions imposed as part of the approval of the short subdivision application.
3. A statement of facts presented to the Director that support the decision, including any conditions and restrictions that are imposed.
4. A statement of the director's conclusions based on those facts.
5. A statement of the criteria used by the Director in making the decision.
6. A statement of any threshold determination made under the State Environmental Policy Act, Chapter 43.21C RCW, if applicable.
7. The date of the decision.
8. A summary of the rights, as established in this chapter, of the applicant and others to request consideration and to appeal the decision of the Director.