



## CITY OF AUBURN

Planning & Development Department  
Auburn City Hall, 2<sup>nd</sup> Floor  
1 East Main Street  
Auburn, WA 98001-4998  
Tel: 253.931.3090  
Fax: 253.804.3114  
permitcenter@auburnwa.gov  
www.auburnwa.gov

## PRELIMINARY SUBDIVISION (PLAT) APPLICATION PACKET

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# PRELIMINARY SUBDIVISION (PLAT) APPLICATION INTRODUCTION

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### (TYPE III DECISION)

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#### **What does Type III refer to?**

Type III land use and land division decisions are also referred to as quasi-judicial decisions made by the City of Auburn Hearing Examiner following a public hearing. The Hearing Examiner is responsible by City Code to interpret, review, and implement land use, land division, and other ordinances and regulations. City staff conducts an initial review of the application and submits a written recommendation to the City's Hearing Examiner who conducts the public hearing. Interested citizens can participate by giving written or verbal comments on a proposed project or issue. Following the public hearing, the Hearing Examiner issues a written decision that can be appealed to the Superior Court of the county in which the property is located (King County or Pierce County).

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

A subdivision is the land use process that provides general approval of division or re-division of land into 5 or more lots, tracts, parcels, sites, or divisions for the purpose of sale, lease, or transfer of ownership or development. A subdivision may be used to create conventional lots in residential or commercially zoned areas, clustered residential subdivision lots, or small lot infill development.

#### **What is a Preliminary Plat?**

A preliminary plat is a neat and approximate drawing of a proposed subdivision showing the layout of streets, alleys, lots, blocks, utilities and other elements of a subdivision consistent with RCW 58.17 and provisions of Auburn City Code (ACC) 17.10 (Preliminary Subdivisions).

#### **Can you cluster lots within a 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 and location for infrastructure services; it also protects environmentally critical areas or cultural/historic features by clustering lots away from these areas. The standards by which clustering is allowed is set forth in ACC 17.26.

#### **When is a neighborhood review meeting required?**

Per ACC 18.02.130, neighborhood review meetings are required for residential subdivision project comprising forty (40) or more lots or units; or multi-family residential project comprising forty (40) or more units; or mixed-use development project comprising forty (40) or more units.

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

At the time you submit an application, you must submit all of the written and plan information listed in this application under "Type III Subdivision Application Submittal Checklist". Within 28 calendar days of receiving your application, City staff will determine if the application is complete based on the attached checklist. If your application is complete you will be notified in writing by City staff. If your application is not complete, you will receive a letter from City staff detailing required information to make your application complete.

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

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## **PRELIMINARY SUBDIVISION (PLAT) APPLICATION INTRODUCTION [CONTINUED]**

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

The preliminary plat must conform to general requirements for subdivision including **ACC 17.10.070** (Findings of Fact) and **RCW 58.17.110** (Factors to be considered and Findings).

### **What is SEPA and when is it applicable?**

Preliminary plats may be subject to compliance with the Washington State Environmental Policy Act (SEPA) based on the presence of environmentally critical areas; proposed grading, required licensing for air emissions or discharges to water; or other factors. If subject to SEPA, an environmental checklist must be submitted with the preliminary plat application. After the Notice of Application comment period expires, the Planning Director – who is the City’s SEPA Responsible Official - issues a SEPA threshold determination (TD), or other SEPA decision as provided in ACC 16.06, RCW 43.21 and WAC 197-11. The SEPA decision is final unless the TD is appealed or the City revises the TD based on further comments 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 ACC16.06.230 and it will be heard by the Hearing Examiner pursuant to ACC 18.66.130.

If the SEPA Responsible Official issues a Determination of Significance (DS) because of probable significant impacts by the proposal, an Environmental Impact Statement (EIS) will be required before the City makes any decision on this application.

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

Projects that involve work within or adjacent to critical areas (e.g., wetlands, streams, steep slopes, ground water protection areas 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 plat is approved?**

Preliminary plat approvals for subdivisions are valid for a period of five years following the date of the notice of final decision. After preliminary approval is granted, engineering design and construction in compliance with ACC 17.14/Improvement Requirements, must be completed and conditions of preliminary plat approval satisfied. Then an application for final plat can be submitted to the City for review. Once City staff confirms that all conditions and requirements have been met, the final plat is forwarded to the Auburn City Council for approval. Following City Council approval, the final plat will be recorded by the City with the county recorder’s office in which the property is located (King County or Pierce County).

### **What are Impact Fees?**

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

**PLEASE NOTE: Applicants are responsible for complying with all 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.**

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



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OFFICE USE ONLY

FILE #: \_\_\_\_\_  
 FILE NAME: \_\_\_\_\_  
 TYPE: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_  
 FEE PAID: \_\_\_\_\_ CHECK/CASH: \_\_\_\_\_  
 SUBMITTAL DATE: \_\_\_\_\_  
 LAND USE DESIG: \_\_\_\_\_

**PRELIMINARY SUBDIVISION (PLAT) APPLICATION**

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

COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 (CITY, STATE, ZIP) \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

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

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

COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 (CITY, STATE, ZIP) \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

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

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

COMPANY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 (CITY, STATE, ZIP) \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

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

**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: _____			EXISTING USE OF SITE: _____
ASSESSOR'S PARCEL ID#	LOT SIZE	ZONING DISTRICT	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

AREA TO BE DEVELOPED (s.f.): \_\_\_\_\_



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**PRELIMINARY SUBDIVISION (PLAT)  
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**PRELIMINARY SUBDIVISION (PLAT) – LETTER OF  
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 SUBDIVISION (PLAT)  
APPLICATION**

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**PRELIMINARY SUBDIVISION (PLAT) 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 Exceptions
- 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 SUBDIVISION (PLAT)  
LAND SURVEYOR’S CERTIFICATION**

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NAME OF SUBDIVISION: \_\_\_\_\_

REGISTERED LAND SURVEYOR (COMPANY) \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY STATE ZIP \_\_\_\_\_

ENGINEER (COMPANY) \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY STATE ZIP \_\_\_\_\_

APPLICANT (COMPANY) \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY STATE ZIP \_\_\_\_\_

NAME (INDIVIDUAL) \_\_\_\_\_

TELEPHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

NAME (INDIVIDUAL) \_\_\_\_\_

TELEPHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

NAME (INDIVIDUAL) \_\_\_\_\_

TELEPHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

**Land Surveyor’s Certification**

I hereby certify that the accompanying plat has been inspected by me and conforms to all rules and regulations of the platting resolution and standards for Auburn, Washington.

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

**Land Surveyor Seal and Signature**



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**PRELIMINARY SUBDIVISION (PLAT)  
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**PRELIMINARY SUBDIVISION (PLAT) APPLICATION  
SUBMITTAL CHECKLIST**

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**DIGITAL COPIES OF WRITTEN MATERIALS AND 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 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 fees for: Preliminary Plats and Public Notice Board Posting. Some fees will not be invoiced until actual costs are known. Current fee schedule can be found @ <http://www.auburnwa.gov/community/about/forms.asp> under the current Fee Schedule.

**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 with the completed Application Submittal Checklist. **(One original and 9 copies)**
- B. **LETTER OF AUTHORIZATION.** Provide **one original** letter of authorization to act contained with this application packet inclusive of all required signatures.
- C. **CONCURRENT APPLICATIONS FORM** Identify applications that are being submitted concurrent with the subdivision application and concurrent review of a SEPA environmental checklist.
- D. **LAND SURVEYOR’S CERTIFICATION** Provide **one original** signed and sealed Land Surveyor’s Certification as contained within this application and completed by a professional land surveyor
- E. **LEGAL DESCRIPTION.** Provide on a separate sheet a legal description of the property to be subdivided. The legal description shall be prepared by a professional land surveyor registered in the State of Washington.
- F. **TITLE REPORT (2 Copies)** 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 (*available from a Title Company*). The City may request an updated title report prior to preliminary approval at its discretion.
- G. **PRELIMINARY SUBDIVISION APPLICATIONS SUBMITTAL CHECKLIST** – Addressing Written Materials and Drawings with Plans.

## PRELIMINARY SUBDIVISION (PLAT) APPLICATION

H. **SEPA CHECKLIST.** If applicable, submit a **completed** environmental checklist together with any supporting documentation, such as a critical areas report (see below), or information to address potential or known environmental impacts resulting from the proposal.

I. **TRAFFIC IMPACT ANALYSIS (6 copies).** If the preliminary plat application 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

J. **SCHOOL ACCESS ANALYSIS (6 copies).** If a residential subdivision is proposed, provide a School Access Analysis to determine the safety of walking conditions for students who walk to and from school (RCW58.17.110).

K. **PRELIMINARY STORM REPORT (6 copies).** The storm report shall include a minimum of a quarter mile downstream analysis. (Additional information may be required if such analysis does not fully address stormwater impacts).

L. **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 Seismic, steep slope, landslide, & erosion	_____	<input type="checkbox"/>	<input type="checkbox"/>
<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"/>

## PRELIMINARY SUBDIVISION (PLAT) APPLICATION

- M. **SOIL ANALYSIS REPORT (6 copies).** Prepared by a geologist or soil scientist registered in the State of Washington, unless determined by the City Engineer to not be required. 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 on this issue with the applicant or applicant's representative prior to application submittal.
- Soils Analysis required and attached.
  - Soils Analysis is not applicable as determined by the City Engineer
  - Don't know
- N. **EVIDENCE OF WATER/SEWER AVAILABILITY.** 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 plat review process. If the property is located outside the City's Water or Sanitary Sewer Service Area, 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.
- O. **RESTRICTIONS.** Provide documents containing applicable restrictions, if any, to be imposed upon the use of the land. Such restrictions must be recorded simultaneously with the subdivision.
- P. **PRE-APPLICATION CONFERENCE SUMMARY NOTES.** Provide **one copy** of the Pre-application Conference summary notes if a pre-application conference meeting was held.
- Q. **NEIGHBORHOOD REVIEW MEETING DOCUMENTATION.** Submit required documentation for neighborhood review meeting required by ACC 18.02.130, if applicable. Neighborhood review meetings are required by ACC 18.02.130.B for residential subdivision project comprising forty (40) or more lots or units; or multi-family residential project comprising forty (40) or more units; or mixed-use development project comprising forty (40) or more units.
- R. **WRITTEN/PLAN/GRAPHIC EVIDENCE OF COMPLIANCE TO MULTI-FAMILY/MIXED USE DESIGN STANDARDS AND INFILL STANDARDS.** 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 SUBDIVISION (PLAT) APPLICATION

### **PRELIMINARY PLAT DRAWING and PLANS Total of ten (10) copies / full size sets of the preliminary plat submittal & one (1) 11" x 17" copy. All drawings and 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 24" x 36". 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 plat drawings shall be accurate and legible. A north arrow and graphic scale must be provided for each drawing and plan.

- B. **PRELIMINARY PLAT DRAWING - List of items to be included:**
- 1. The name of the proposed subdivision, together with the words "Preliminary 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.
  - 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 or source of 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

## PRELIMINARY SUBDIVISION (PLAT) APPLICATION

- 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 revision dates for subsequent resubmittals.
18. Vicinity Map: A vicinity map sufficient to define the plat location and boundaries.



**C. PRELIMINARY PLAT DRAWING - GRAPHIC REPRESENTATION** The Preliminary 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 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 plat. (City will assign street names after initial review of application and plat)
- 4. Location of storm water quality/detention facilities.
- 5. Location of Critical Areas, and Critical Area Buffers.
- 6. Location of public and private parks, and open space areas
- 7. The location of existing section and municipal corporation boundary lines lying within or adjacent to the proposed subdivision.
- 8. The boundaries of any adjacent property under the same ownership as the land to be subdivided.
- 9. All existing property lines lying within the proposed 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 subdivision.

## PRELIMINARY SUBDIVISION (PLAT) APPLICATION

- 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 15.74.030N.).
- 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 subdivision and within 100 feet of the boundaries of the proposed 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.

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.

## PRELIMINARY SUBDIVISION (PLAT) APPLICATION

- 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 retention, detention, and drainage 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 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 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 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 subdivision.

## PRELIMINARY SUBDIVISION (PLAT) APPLICATION

### G. TRANSPORTATION PLAN - Neighborhood Circulation, Conceptual Street, and Access

- 1. Planned street system. The planned street system must be compatible with the City's Comprehensive Transportation Plan. Development which is proposed in areas of the city which have a planned street system which is a part of the comprehensive plan or the city's six (6) year plan, and any other street plan, shall make provisions for such streets and must not preclude implementation of such street plans.
- 2. 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:
  - a. 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.
  - b. The boundaries and approximately dimensions of all proposed streets to the nearest foot.
  - c. 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.
  - d. Sight distance triangles for entry to all streets and at all intersections (private and public).
  - e. Typical roadway sections, including streetlights and street trees for all proposed streets and existing frontage streets.
- 3. Non-motorized transportation routes. Preliminary plats and binding site plans which are proposed in areas of the city which have planned routes or facilities for bicycles, equestrian, or other non-motorized transportation mode which is a part of the comprehensive plan or the city's six (6) year plan, and any other street plan, shall make provisions for such routes and must not preclude implementation of such routes.
- 4. A non-motorized circulation system shall be integrated into the overall subdivision and surrounding area as follows:
  - a. When abutting vacant or underdeveloped land, new developments shall provide for the opportunity for future connection to its interior pathway system through the use of pathway stub-outs, building configuration, and/or parking lot layout. The proposed location of future non-motorized and pedestrian connections shall be reviewed in conjunction with applicable development approval.
  - b. Developments shall include an integrated non-motorized circulation system that connects buildings, open spaces, and parking areas with the adjacent street sidewalk system.

## PRELIMINARY SUBDIVISION (PLAT) APPLICATION

- c. 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.
- d. Show walking conditions and planned improvements for students who only walk to and from school for a residential subdivision (RCW58.17.110).

- H. LANDSCAPE PLAN** 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. The 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.

- I. PHASING PLAN** If applicable show divisions of the plat and a proposed timetable for construction of each division. Including the phasing of the public improvements required to serve each phase of the project and how each phase will individually meet City standards and requirements. (ie may need to extend utility improvements beyond phase lines to complete looping or to reach appropriate terminus points of the utility systems.)

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## DECISION CRITERIA FOR SUBDIVISIONS

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The following State and City Codes comprise the main factors to be considered in review of a 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 possible applicable codes.

### **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

## PRELIMINARY SUBDIVISION (PLAT) APPLICATION

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

### **RCW 58.17.120 - Disapproval due to flood, inundation or swamp conditions — Improvements — Approval conditions**

The city, town, or county legislative body shall consider the physical characteristics of a proposed subdivision site and may disapprove a proposed plat because of flood, inundation, or swamp conditions. Construction of protective improvements may be required as a condition of approval, and such improvements shall be noted on the final plat. No plat shall be approved by any city, town, or county legislative authority covering any land situated in a flood control zone as provided in chapter 86.16 RCW without the prior written approval of the department of ecology of the state of Washington.

### **AUBURN CITY CODE – ACC 17.10.070 - Findings of Fact:**

Preliminary plats shall only be approved if findings of fact are drawn to support the following:

- A. Adequate provisions are made for the public health, safety and general welfare and for open spaces, drainage ways, streets, alleys, other public ways, water supplies, sanitary wastes, parks, playgrounds and for schools;
- B. Conformance of the proposed subdivision to the general purposes of the comprehensive plan;
- C. Conformance of the proposed subdivision to the general purposes of any other applicable policies or plans which have been adopted by the city council;
- D. Conformance of the proposed subdivision to the general purposes of this title, as enumerated in ACC 17.02.030;
- E. Conformance of the proposed subdivision to the Auburn zoning ordinance and any other applicable planning or engineering standards and specifications as adopted by the city, or as modified and approved as part of a previously approved PUD ;
- F. The potential environmental impacts of the proposed subdivision are mitigated such that the preliminary plat will not have an unacceptable adverse effect upon the quality of the environment; and,
- G. Adequate provisions are made so the preliminary plat will prevent or abate public nuisances.