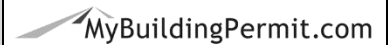


# PLAT ADJUSTMENT (MINOR)

**Physical Address:**

Auburn City Hall Annex, 2<sup>nd</sup> Floor  
1 E Main St

**Mailing Address:**

25 W Main St  
Auburn, WA 98001

**Phone and Email:**

253-931-3090  
[permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov)

**Apply Online:** [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com)

**Select:** Auburn | Land Use | New | None |  
Minor Plat Adjustment

## INFORMATION SHEET

### What is a Plat Adjustment (Minor)?

Minor plat adjustments are changes to an approved preliminary plat that affect the precise dimensions of the plat but which do not affect the basic character or arrangement of the lots and streets. The project changes requested in a minor plat adjustment cannot vary more than 10% (percent) from the approved Hearing Examiner Determination. The adjustments cannot be inconsistent with the requirements of the preliminary plat approval or cause the plat to be in violation of city code or any other regulation.

If it is determined that the plat has changed by more than 10% (percent) a Major plat would be determined requiring the applicant to submit a new preliminary site plan for review. Major adjustments are those that, when determined by the planning director, substantially change the basic design, layout, open space or other requirements of the plat. When the planning director determines a change constitutes a major adjustment, a new application for a preliminary plat is required and shall be processed as a new and separate plat application.

### What is a Type I Decision?

Minor adjustments may be made and approved by the planning director as a Type I decision. Type I decisions are administrative decisions made by the City which are not subject to environmental review under the State Environmental Policy Act (SEPA).

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

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 be notified in writing by City staff detailing the required information to make your application complete.

### How long before I know if the Plat Adjustment has been approved or denied?

City code requires that all land use decisions be made within 120 days from the date of a complete application submittal, unless an applicant agrees in writing to extend the processing of the application longer than 120 days.

### How is a Plat Adjustment Evaluated?

Minor adjustments (for preliminary plat and preliminary short plats) shall be reviewed for consistency with the Chapter 17.10 ACC "Preliminary Subdivision", the regulations of this title (Title 17)", as well as the following criteria contained in [ACC 17.10.100](#) (also provided below):

1. The adjustment maintains the design intent or purpose of the original approval; and
2. The adjustment maintains the quality of design or product established by the original approval; and
3. The adjustment does not cause a significant environmental or land use impact on or beyond the site; and
4. The adjustment is not precluded by the terms of this title or by state law from being decided administratively; and

5. Circumstances render it impractical, unfeasible, or detrimental to the public interest to accomplish the subject condition or requirement of preliminary plat or short plat approval.

*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.*

## Plat Adjustment (Minor) – Submittal Checklist

What is required to be uploaded to [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com)?

- ☐ Completed [Owner Authorization Form\(s\)](#) for all property owners involved.
- ☐ **Written Statement (Project Narrative)** describing the plat adjustment's consistency with each of the approval criteria listed under [ACC 17.10.100](#).
- ☐ **Approved Preliminary Plat Map.** Provide a copy of the preliminary short plat approved by the Planning Director or the preliminary plat approved by the Hearing Examiner (preliminary plat).
- ☐ **Revised Preliminary Plat Map (Project Drawings).** Provide a copy of the proposed changes to the plat layout.
- ☐ **Title Report** for all properties involved in the Final Plat, dated within 30 days prior to the application date.
- ☒ **Covenants, Conditions & Restrictions (CC&Rs)** containing all applicable restrictions and conditions, if any, required by the Planning Director or Hearing Examiner, as applicable, or at the discretion of the property owner, to be imposed on lots and tracts within the subdivision. Also, provide accurate outlines/purposes of use for any areas reserved by deed covenant for common use of owners of property within subdivision.

**PDF Requirements:** All documents shall be submitted in *unsecured and flattened* PDF format. Submittals not meeting these standards will be deemed "incomplete". Each document shall be uploaded as a separate PDF file and clearly named by document title; common acronyms are okay (e.g., SSP – Stormwater Site Plan/Report, Geotech – Geotechnical Report, TIA – Traffic Impact Analysis/Study/Memo, CAR – Critical Areas Report). Example: Smith Building – Prelim SSP.pdf