



Community Development Department  
 801 228th Avenue SE  
 Sammamish, WA 98075-9509  
 Phone: 425-295-0500  
 Fax: 425-295-0600  
 City Hall Hours: 8:30am-5:00pm  
 Permit Center: 8:30am-4:00pm  
 Web: [www.sammamish.us](http://www.sammamish.us)  
[www.mybuildingpermit.com](http://www.mybuildingpermit.com)

LAND USE APPLICATION

SMC CHAPTER 19A.16

## Short Plat Alteration

A short plat alteration is a Type 2 land use decision and is required when an applicant requests a change to a recorded short subdivision. Such changes could include: the creation of additional lots, a change in open space requirements, the recognition of an existing non-buildable lot, or changes in the hearing examiner’s conditions of approval. The permit is subject to an administrative decision following a public comment period.

Please provide specific written responses to the following SMC criteria, to the extent known:

1. Describe the type of alteration requested.
2. Describe appropriate provisions proposed to improving and maintaining the health, safety and the general welfare of the public.
3. Please identify and describe any impacts to the following: open spaces, drainage ways, streets or roads/alleys or other public ways, portable water supplies, sanitary wastes, parks/recreation, play grounds, schools/ school grounds, and safe walking conditions for students.
4. Please describe how the public use and interest will be served by the alteration.

**Please complete the Submittal Items Table below & over:**

SUBMITTAL ITEMS	
Please mark each box with an “X”	
Base Land Use Application	SEPA Environmental Checklist <sup>4</sup> x 4 copies
Pre-Application Conference Notes <sup>1</sup>	Final Plat Drawings (6 copies & electronic PDF)
Digital copy of all documents	Calculations, Lot Closures & Lot Summary x 2 copies
Acceptance of Financial Responsibility /Affidavit of Applicant Status	Agreement <sup>3</sup> (signed by all impacted property owners)
Project Description	Declarations of Covenants, Conditions & Restrictions (CC&R’s) <sup>3</sup>
Criterion Compliance Document	Title Report (< 30 days old include supplemental document)
Signature Sheet (signed by majority of those persons having an ownership interest in short subdivision)	Traffic Concurrency Certificate <sup>2</sup>

# SUBMITTAL ITEMS

Please mark each box with an "X"

	Street Variation Request (if proposed)		Legal Description
	Director's Modification Request (if proposed)		ESF&R Plan Review Sheet
	Critical Area Affidavit		Minor plat alteration Counter Srvc.2 - \$244
	Mailing List, Map & Labels <sup>5</sup> <ul style="list-style-type: none"> <li>• One list &amp; map of property owners within 1,000 feet of subject property line <i>2000 feet for properties within EHNSWB overlay</i></li> <li>• Three sets of mailing labels</li> </ul>		Preliminary Review Deposit: \$3,050.00
			SEPA Determination: \$610.00
			Critical Area Review <sup>4</sup> : \$844.00

- <sup>1</sup> If you would like to schedule a conference regarding a land use application please contact the Community Development Department.
- <sup>2</sup> Applicable when such changes would include the creation of additional lots,
- <sup>3</sup> Applicable when restrictive covenants would be affected by the alteration. Agreements must state that the parties agree to terminate or revise the covenant.
- <sup>4</sup> When applicable.
- <sup>5</sup> As identified by KC Tax Assessor records. The 1,000 foot area shall be expanded as necessary to include at least 20 different property owners.

The listed fees are initial deposit amounts based on hourly rate. If the initial deposits have been exhausted before the project is completed an additional deposit will be required in the amount estimate by the Community Development Department round to the nearest 10 hour increment.