



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
www.mybuildingpermit.com

LAND USE APPLICATION

SMC CHAPTER 19A.12

Short Subdivision, Preliminary Approval

A short subdivision is a Type 2 land use decision for the division of land into nine or fewer lots subject to the review and approval of the Director of Community Development. Preliminary decisions are supported by written findings and based on the compliance with the Sammamish Municipal Code (SMC). Preliminary approval, the first step in the short subdivision process, is followed by approval, and issuance of a site development permit, and lastly final plat approval.

Please see land use application entitled Final Plat and Final Short Plat Review for more information.

Please demonstrate the following information on the preliminary plat sheets:

1. Preparation by a licensed land surveyor or engineer.
2. Name and seal of surveyor or engineer, file number of short subdivision, location by section, township and range, scale, legal descriptions, date and north arrow.
3. Delineated boundary of plat and plat meander lines or reference lines along bodies of water; true courses and distances to nearest established street lines, municipal, township, city or section lines tied to the lines of short-subdivision by distance and course, radii, internal angles and points of curvature, tangent bearings and lengths of all area.
4. Dimension, square footage and labeling shown on all public and private streets and adjoining streets (i.e., private roads, alleys, driveways, access points), on-site recreational, open space and play areas, land below ordinary high water mark; critical areas and buffers per SMC 21A.50, public rights-of-way, ground detention facilities, lots, lot numbers and tract letters.
5. Location and labeling of all property lines, easements, dedications, existing structures, zoning setback, fire hydrants (existing or proposed within 1,000 feet of the proposed short plat), transit stops and monuments, sidewalks and planning features assuring safe walking conditions for school age children. If applicable septic system, including tanks, water supply, distribution system and sewage disposal methods including drainfields and reserve areas.
6. Reference to recording number of completed survey if boundaries were previously surveyed.
7. Signature block as demonstrated on land use application, Final Plat and Final Short Plat Review.

Please complete the Submittal Items Table over

SUBMITTAL ITEMS

Please mark each box with an "X"

	Base Land Use Application		Critical Area Affidavit
	Pre-Application Conference Notes ¹		Critical Area Study ⁵ (FWHCA, wetland & Stream) x 4 copies (If applicable)
	Neighborhood Meeting (Proof of completion with notes)		Geotechnical Report ⁵ x 4 copies (If applicable)
	Digital copy of all documents		SEPA Environmental Checklist ^{2&5} x 4 copies
	Acceptance of Financial Responsibility /Affidavit of Applicant Status		Technical Information Report ^{2 & 6} x 4 copies
	Project Description		Traffic Impact Analysis Report, if applicable ⁵ x 4 copies
	Development Plan Set – 7 copies per submittal instructions & electronic PDF ⁶		Stormwater Pollution Prevention Control Plan (SWPPP) (3 copies & electronic PDF)
	Street Variation Request (if proposed)		ESF&R Plan Review Sheet
	Director’s Modification Request (if proposed)		Legal Description
	Traffic Concurrency Certificate		Counter Service Intake Free Type 2: \$244.00
	Water & Sewer Certificates or Septic System Approval ³ x 2 copies		Preliminary Review Deposit: \$5,490.00
	King County Health Department Septic Approval ³ (if required)		Legal Notice Posting: \$190.40
	Title Report (< 30 days old include supplemental document)		Publication/Mailing: \$260.00
			Critical Areas Review: \$610.00
			SEPA Determination: \$610.00
	Mailing List, Map & Labels ⁴		Fire Review: SHP - \$120.00
	<ul style="list-style-type: none"> • One list & map of property owners within 1,000 feet of subject property line <i>2000 feet for properties within EHNSWB overlay</i> • Four sets of mailing labels 		

¹ If you would like to schedule a conference regarding a land use application please contact the Community Development Department.

² Core Requirements No 1,2,3,8 per adopted drainage manual.

³ King County Health Department preliminary septic approval required at the time of submittal

⁴ 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.

⁵ When Applicable

⁶ Engineering plans and reports must be wet stamped and signed by a Professional engineer licensed in the state of WA.

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.