



Short Subdivision – Preliminary Approval

A preliminary short subdivision – also known as a preliminary short plat – 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 compliance with the Sammamish Municipal Code (SMC). Preliminary approval, the first step in the short subdivision process, is followed by approval, issuance of a site development permit, and final plat approval.

Please see the Final Plat and Final Short Plat Review application form 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 blocks for city and county officials and property owners.

Applicant Information

Name: _____ Owner Name (if different): _____
E-mail: _____ Company (if applicable): _____
Address: _____ Phone: _____

Property Information

Property Address: _____ Parcel Number(s): _____
Total Square Feet: _____ Development Name: _____
Current Zoning: _____ Critical Areas on or near property: _____

Required Documents

Submittal Instructions

- If applying in person, applicants must [schedule an intake appointment](#).
- If applying in person, one paper copy of each document is required, including a signed version of this cover sheet, unless otherwise stated.
- A PDF of each document is required at time of submittal on a USB drive. Please label files as follows: ProjectType_DocumentType (for example: PSHP_ProjectNarrative).

Submittal Documents

- [Acceptance of Financial Responsibility / Affidavit of Applicant Status](#)
- Arborist's Report
- Boundary, Topographic, and Land Features Survey
- Criterion Compliance Document
- Critical Area Affidavit
- Critical Area Study (if applicable)
- [Density Calculations Worksheet](#)
- [Eastside Fire & Rescue Review Sheet](#)
- Geotechnical Report
- [Historic Resources Affidavit](#)
- King County Health Department Septic Approval (if required)
- Legal Description
- Mailing List ([Template](#)) and [Map](#)
 - a. Mailing list and map to include all property owners within 1,000 feet of the subject site (2,000 feet for properties within EHNSWB overlay).
- [Neighborhood Meeting – Proof of Completion](#)
- Plan Set (3 copies; see page 1 for requirements)
- Pre-Application Conference Notes
- Preliminary Technical Information Report (3 copies)
- Project Narrative
- Public Works Standards Deviation (if proposed)
- [SEPA Environmental Checklist](#) (if applicable)
- Signed Application Form
- Title Report (<30 days old)
- [Traffic Concurrency Certificate](#)

- Traffic Impact Analysis Report (Required for any development proposal that generates 10 or more new vehicle trips during the AM or PM peak hour; may also be required for unique projects that may not generate 10 AM or PM peak hour trips. Refer to the Public Works Standards for requirements.)
- Water & Sewer Certificates or Septic System Approval

Fees

Type 2 Land Use Application Counter Service Intake Fee	\$272
Preliminary Review Deposit	\$4,760
Legal Notice Posting	\$315
Legal Notice Publication/Mailing	\$289
Critical Areas Review (if applicable)	\$680
SEPA Determination (if applicable)	\$680
Fire Review	\$204

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.

Signatures

I certify that all of the information submitted in this application including any supplemental information is true and complete to the best of my knowledge and I acknowledge that willful misrepresentation of information will terminate this permit application. I have read this application in its entirety and understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed in accordance with Chapter 20.05 SMC.

Applicant, Representative, and/or Owner Signature:

Date:

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Date: