

## Land Use Series

# **Short Subdivision Checklist**

File Name:

File Number:

Proposed Plat Name:		
Parcel Number(s):		
Site Address(es):		 
I/We wish to subdivide our lot(s) into:	lots	

### PRELIMINARY APPROVAL

A Land Use Application for a Short Subdivision is deemed complete when it is accompanied by the required items identified below. Please be advised that additional information may be required. No application shall be considered complete if any of the required information is missing. Additional copies of certain items will be required later in the process.

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	ED ITEMS – ALL MATERIALS SHALL BE ELECTRONIC (PDF) UNLESS VISE NOTED	Verified	Waived
1.	Land Use Application Cover Sheet, with original signature(s).		
2.	A written statement by the owner listing any adjacent, continguous parcel(s) in which the owner has an interest through ownership, contract for purchase, earnest money agreement, or option through any person, firm, or corporation (including the name, address, and telephone number of all such persons, firms, or corporations).		
3.	A statement or map containing the following:		
	A. The existing zoning classification;		
	<ul> <li>B. The square footage computation of each lot or parcel, excluding square footage of land in access panhandles and/or private roads;</li> </ul>		
	C. The source of the water supply; and		
	D. The method of sewage disposal.		
4.	Two (2) copies of the preliminary short plat drawn to scale on paper not larger than 11- inches by 17-inches showing:		
	A. The date, scale, and north arrow;		
	<ul> <li>All existing and proposed boundary lines;</li> </ul>		
	C. Dimensions, square footage and number assigned to each existing and proposed lot or parcel (the square footage of land in access panhandles and/or private roads shall not be included in the lot size computation);		
	D. All existing structures;		
	E. All setbacks for existing structures;		
	F. The location of any sensitive areas defined in LMC Title 17 as known to the applicant at the time of submittal; and		
	G. Proposed location of front and rear yards for proposed lots.		
5.	A complete, notarized Affidavit of Ownership for all property owner(s) of the involved property, with original signatures.		
6.	A copy of all recorded documents pertaining to the subject property.		

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DEVELOPMENT & BUSINESS SERVICES

7. A tree retention/clearing plan.

- 8. Two (2) sets of reduced copies (no larger than 11 by 17 inches) of all plans and oversized documents.
- 9. A completed SEPA application, unless the project is categorically exempt from SEPA review. Note: For most short plats the applicant is not required to complete the checklist. However, the applicant is to understand that the checklist may be required if, during processing, the circumstances of the short plat indicate the need for environmental review.
- 10. Application fee(s).

#### **DISCRETIONARY ITEMS**

The Community Development Director may waive either of these items, pursuant to LMC Section 1.35.015(A), upon written request by the applicant and a finding that the item is not necessary to analyze the application.

- 1. A current ownership title certificate from a recognized title company.
  - 2. A site survey prepared by a licensed surveyor registered in the state of Washington.

#### **FINAL APPROVAL**

- 1. A written statement by the owner or notation on the final map containing:
  - The square footage computation of each lot or parcel, excluding square footage of land in access panhandles and/or private roads;
  - B. The source of the water supply; and
  - C. The source of sewage disposal.
- 2. A site survey prepared by a licensed surveyor registered in the state of Washington.
  - 3. Two copies of the short plat map drawn on reproducible material having dimensions of 18-inches by 24-inches which contains the following information:
    - A. A legal description of the property to be subdivided and legal descriptions of lots, tracts, or parcels therein together with the legal description of private roads and easements therein, if any, *all prepared or approved and sealed by a licensed surveyor registered in the state of Washington;*
    - B. The date, scale and north arrow;
    - C. The boundary lines, to scale, of the tract to be subdivided and each lot contained therein;
    - D. The number assigned to each lot;
    - E. The location, names, widths and auditor's file number of any existing easements, existing and proposed roads and proposed rights-of-way for public services utilities with the area contained within the short subdivision, and within 100-feet thereof, and locaton of nearest city streets;
    - F. The boundaries of all lands reserved in the deeds for the common use of the property owners of the short subdivision;
    - G. The location of permanent and topographic features which will have an impact upon the short subdivision, such as all existing or platted streets adjacent to the short subdivision, buildings, watercourses, rights-of-way, all utility rights-of-way, township lines and sections lines;
    - H. The statement: "Land within this short subdivision shall not be further subdivided for a period of 5-years unless a final plat is filed pursuant to LMC Ch.

	For Staff Use		
	ONLY		
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4.

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		Verified	Waived
	19.25 and RCW Ch 58.17.";		
Ι.	Signature block for approval by the Mayor;		
J.	Stormwater system maintenance requirements as required by the Public Works Director; and		
Κ.	A certificate as per RCW Ch. 58.17.165.		
The plat	following documentation shall accompany each application for approval of a short		
Α.	A vicinity map clearly idenfiying the location of the property being short subdivided, having a scale of not more than 400-feet to the inch;		
В.	Copies of restrictions, if any, proposed to be imposed upon the use of the land. Such restrictions must be recorded either prior to or simultaneously with the short plan;		
C.	A current title certificate consisting of a report from a recognized title company showing the interest of all persons, firms, or corporations signing the final short plat and any restrictions as listed under item B. The certificate must be dated within 30-days of the application;		
D.	Lot Closures for each lot contained within the Short Subdivision; and		
E.	In any short subdivision where lots are served or to be served by a private street, the subdivider shall furnish copies of such further covenants or documents that will result in:		
	a. Each owner having access thereto having responsibility for maintenance of any private street contained within the short subdivision.		
	b. Any seller being obligated to give actual notice to any prospective purchaser of the method of maintenance of the private street which notice shall be caused to be included in any deeds or contracts relating to such sale, and such covenants or documents shall be recorded either prior to or simultaneously with the moment the short subdivision becomes effective.		

FEES See LMC 3.104 or contact our office for current fee information.

NOTES 1. The approval of a Short Subdivision Application does not in any way replace, modify or waive any requirement for the compliance of the proposal with other applicable codes, standards, or regulations including, but not necessarily limited to, those of the Building, Fire or Public Works Departments. You are advised to contact these departments concerning such requirements.

2. Optional consolidated review: Per LMC 1.35.080, projects involving two or more land use applications filed at the same time may be "consolidated" upon written request by the applicant at the time of submittal. When applications are consolidated for review, the entire package will proceed using the process involving the highest decision-making authority. For example, for a project involving a Project Design Review application and a Rezone application, both applications would have a final decision issued by City Council. It is strongly recommended that you speak with a staff member about consolidated review so that you are informed of your options and how your applications would be affected.

I/We hereby request consolidated review.

3. Any permit issued for an Short Subdivision shall expire two years from the date of preliminary approval. The Mayor may grant a single one-year extension to this time limit, provided a written request for an extension is received before expiration.

4. It is the responsibility of the owners, applicants and agents to become aware of the requirements of Title 19-Subdivisions and Title 21-Zoning of the Lynnwood Municipal Code. It is strongly encouraged that a

pre-application conference with the City staff be scheduled prior to submittal of an application.

5. An application may be amended only in writing.

6. Submittal of this application grants the appropriate city officials the right of entry to the project site during a reasonable hour and, upon proper identification, to the building, structure and/or premise, which is directly

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related to this application.

7. In each application the burden of proof rests with the applicant, petitioner or proponent.

8. Items with any typewritten information must be 10-point font or larger to ensure legibility of scanned documents.