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SNOHOMISH COUNTY COUNCIL

Amended

ORDINANCE NO. 87-104

AMENDING SNOHOMISH COUNTY CODE

TITLE 19, CHAPTERS 19.16, 19.22

RELATING TO PRELIMINARY PLAT APPLICATION

REQUIREMENTS AND PROCEDURES



CO00027613

BE IT ORDAINED:

Section 1. That SCC Title 19, section 19.16.010, last amended by Sec. 10 of Ord. 86-096 adopted September 15, 1986, is amended to read:

19.16.010 Application submittal.

(1) Prior to filing an application, an applicant (may) is strongly encouraged to arrange a pre-application conference with the department, public works and parks representatives for the purpose of preliminary review and discussion of the proposal.

(2) (A master application, preliminary plat and environmental checklist) An application shall be submitted with appropriate fees to the department and upon filing shall receive a file number and date of receipt. (Within three (3) weeks of the date of receipt of the application the department shall determine if the application is incomplete or inaccurate. The department shall return the application to the plat applicant if it is deemed incomplete or inaccurate.) Requirements for a vested application pursuant to Chapter 104, Section 2, Laws of 1987, Regular Session are contained in Sections 19.22.020 SCC for small lot subdivisions and 19.22.050 SCC for large lot subdivisions. The time set forth in Section 19.16.030 and 19.16.040 for hearing plat applications shall not run until all information required by Sections 19.22.030, 19.22.040 or 19.22.060 of this title has been provided in a complete and accurate manner as determined by the department. Within three (3) weeks of the date of receipt of either an application or re-submitted and/or additional information, the department shall determine if the application is complete and accurate for the purposes of vesting. The department shall return the application to the plat applicant if it is deemed incomplete or inaccurate. Resubmittals with the necessary information making the application complete within six (6) months of original filing will not be subject to additional plat filing fees.

(3) The applicant shall transmit no fewer than ~~(10)~~ 21 copies to the department. Whenever a preliminary plat is revised prior to public hearing, the subdivider shall submit ~~(10)~~ 13

copies of the revision, appropriately marked as such to the department. The department shall take responsibility for distribution of the copies to all relevant departments and agencies.

(4) Unless an applicant for preliminary plat approval requests otherwise, a preliminary plat shall be processed simultaneously with applications for rezones, variances, planned unit developments, site plan approvals and similar quasi-judicial or administrative actions to the extent that procedural requirements applicable to these actions permit simultaneous processing.

(5) The department shall process all preliminary plats in accordance with provisions of the State Environmental Policy Act and with Title 23 of the Snohomish County Code.

(6) The person(s) executing the application must provide a form from the County Auditor's office showing that they have reserved the name of the plat being submitted. The name of the plat shall be reserved by the County Auditor for a period not to exceed 40 months.

Section 2. That SCC Title 19, section 19.22.010, adopted by Ord. 80-116 on December 29, 1980, is amended to read:

19.22.010 General. Preliminary plats shall be prepared in conformance with the requirements set forth herein. ~~(The office of community planning)~~ The planning division may refuse to accept for filing, or return to the applicant if already filed, any preliminary plat application which fails to meet any of these requirements.

Section 3. That SCC Title 19, section 19.22.020, last amended by Sec. 13 of Ord. 86-096 adopted September 15, 1986, is repealed.

NEW SECTION. Section 4. That a new section 19.22.020 is added to SCC Title 19, as follows:

19.22.020 Application - vesting - small lot subdivision.
An application which contains all the information required by Sections 19.22.030 SCC and 19.22.040 SCC shall be considered under the provisions of applicable land use regulations adopted by ordinance and in effect on the date the application is submitted unless, within three weeks, it is determined pursuant to 19.16.010 SCC that information submitted is inaccurate or incomplete. Examples of such misrepresentation or inaccuracy include, but are not limited to, naturally occurring site conditions different from those represented by application submittals, or incorrect submittal information, as determined by the director. Applications which have been remanded or returned to the

applicant, and which are subsequently resubmitted, are vested under the provisions of applicable land use regulations in effect and at the time the resubmitted information is deemed complete and accurate within the time frame specified in Section 19.16.010(2) SCC.

Section 5. That SCC Title 19, section 19.22.030, last amended by Section 14 of Ord. 86-096 adopted September 15, 1986, is repealed.

NEW SECTION. Section 6. That a new section 19.22.030 is added to Title 19, SCC as follows:

19.22.030 Format - Small Lot Subdivision.

(1) Preliminary plats shall be prepared and bear the seal of a registered professional land surveyor in accordance with the requirements of Chapters 19.22 SCC and 19.28 SCC.

(2) Preliminary plats shall be accompanied by two (2) copies of a completed environmental checklist prepared by the applicant, or their representative, on forms provided by the department.

(3) Preliminary plats shall be accompanied by two (2) copies of a completed master application form, provided by the department, containing a notarized signature of the applicant on the original.

(4) Preliminary plats shall be drawn on paper having maximum dimensions of thirty two inches by forty two inches (32" x 42"), and at one of the following horizontal scales; one hundred feet to the inch (1" = 100'); fifty feet to the inch (1" = 50') or twenty feet to the inch (1" = 20'). Where vertical profiles are required by the director, the scale shall be (1" = 10') (1" = 5') (1" = 2'), respectively. Other scales or paper dimensions may be used where deemed appropriate by the director.

(5) All copies of preliminary plats shall be folded so as to have a maximum dimension of 8 x 13 inches. The title block shall be prominently visible when so folded.

(6) All revisions and replats shall be labeled clearly as such and shall bear the number of the revision and the date of the revision or replat in, or adjacent, to the title block.

Section 7. That SCC Title 19, section 19.22.040, last amended by Section 15 of Ord. 86-096 adopted September 15, 1986, is repealed.

NEW SECTION. Section 8. That a new section 19.22.040 is added to Title 19 SCC as follows:

19.22.040 Content and Supporting Documents - Small Lot Subdivision.

The following information shall be shown on the preliminary plat map:

(1) Title block, preferably located in the lower right-hand corner, to contain:

- a. Name of the preliminary plat;
- b. Section, township and range;
- c. Name, address, zip code and telephone number of the preparer;
- d. Date of preparation and scale and north point.

(2) Textual data, preferably to be located on the right-hand side of the map or along the bottom, to contain:

- a. Name, address, zip code and telephone number of applicant;
- b. The names, addresses, zip codes and telephone numbers of all persons who have a real or possessory interest in the property to be subdivided;
- c. The legal description of the plat;
- d. The existing zoning on the subject property and proposed rezoning, if applicable.
- e. The acreage contained within the plat, the number of lots being proposed, and the number of lots per acre of land;
- f. The average lot size and the size of the smallest proposed lot; lot average calculation if Section 18.42.080 of the Snohomish County Zoning Code is applicable;
- g. Determination of the acreage within the slope ranges of: 0 to 15%; 16 to 20%; 21 to 25%; 26 to 35% and 35% plus slope in accordance with SCC 18.46;
- h. The acreage of open space to be contained in the plat, if any, and the percentage it represents of the total land area;
- i. The road lineage, and acreage of road area and percentage it represents of the total land area;
- j. The source of water supply to include the name of the purveyor, if any;
- k. The method of sewage disposal, to include the name of sewer operator, if any;
- l. Applicable school district;
- m. Applicable fire district.

(3) Vicinity sketch, preferably to be located in the upper right-hand corner of the map, clearly identifying the location of the property at a scale of not less than one (1) inch to two thousand (2,000) feet (1" = 2,000') and including municipal boundaries, township and section lines, major road, railroad and transmission rights-of-way, and indication of the scale used.

(4) Plat representation, to contain:

- a. The boundary lines of the tract to be subdivided.

- b. The development status of contiguous land including the name of any adjacent plats;
- c. The zoning boundary lines, if any;
- d. The approximate dimensions of each lot;
 - (i) Lots shall be numbered consecutively through the total number of lots in the preliminary plat. No letters shall be used for tract designations;
 - (ii) In the case of a replat, the lots, blocks, streets, alleys, easements and parks of the original plat shall be shown by dotted lines in their proper positions in relation to the new arrangement of the plat, the new plat being so clearly shown in solid lines as to avoid ambiguity.
- e. Contour lines with intervals sufficient to clearly show drainage, slopes and road grades within the proposed development and within 200 feet of external boundary lines of the plat. The intervals shall be two (2) or five (5) feet. All contours shall be referenced to mean sea level. Slopes shall be determined in accordance with SCC 18.46.030 on one copy of the plat.
- f. The names, locations and widths of all existing streets, road rights-of-way, easements, other public ways, water courses and major transmission facilities, rights-of-way, within the proposed development and within two hundred (200) feet of the external lot lines of the plat.
- g. The layout and widths of proposed rights-of-way and easement lines within the plat.
- h. All existing structures within the preliminary plat and all existing structures within 25 feet of the external lot lines of the plat shall be shown in their approximate locations;
- i. Natural drainage courses and probable alterations which will be necessary to handle the expected drainage from the plat;
- j. All parcels of land intended to be dedicated or reserved for public use or to be reserved in the deeds for the common use of the property owners of the subdivision with the purposes clearly indicated;
- k. In any subdivision to be served by on-site sewage disposal systems, the preliminary plat shall show the location of soil test sites and provide soil analysis data as is required by the Snohomish health district;
- l. Identification of any areas proposed to be significantly altered by fill or excavation or having fill presently in place which could significantly impact plat development.

(5) Required Supporting Documents:

- a. Two (2) copies of an environmental checklist.

b. Five (5) copies of a traffic study in conformance with Title 26B, SCC; or waiver from same as deemed appropriate by the Department of Public Works.

c. If proposed modifications are requested pursuant to SCC 19.28, two (2) copies of a completed application form for same, as provided by the department.

NEW SECTION. Section 9. That a new section 19.22.050 is added to SCC Title 19, as follows:

19.22.050 Application - vesting - large lot subdivisions.

An application which contains all the information required in Section 19.22.060 shall be considered under the provisions of applicable land use regulations adopted by ordinance and in effect on the date the application is submitted unless, within three weeks, it is determined pursuant to 19.16.010 SCC that information submitted is inaccurate or incomplete. Examples of such misrepresentation or inaccuracy include, but are not limited to, naturally occurring site conditions different from those represented by application submittals, or incorrect submittal information, as determined by the director. Applications which have been remanded or returned to the applicant and which are subsequently resubmitted are vested under the provisions of applicable land use regulations in effect and at the time the resubmitted information is deemed complete and accurate within the time frame specified in Section 19.16.010(2).

NEW SECTION. Section 10. That a new section 19.22.060 is added to Title 19 SCC as follows:

19.22.060 Content and Supporting Documents - Large Lot Subdivision. Preliminary plat applications for large lot subdivisions shall include the following:

1) Two (2) copies of a master application, a form provided by the department, original signed and notarized.

2) Twenty-one (21) copies of a preliminary plat, depicting the following items:

- a. Plat name;
- b. The name, address and telephone number of the applicant;
- c. The name, address and telephone number of the applicant's representative, if any.
- d. A certification by the applicant showing the entire contiguous land in which there is an interest by reason of ownership, contract for purchase, earnest money agreement, or option by any person, firm, or corporation in any manner connected

with the development and the names, addresses and telephone numbers of all such persons, firms or corporations;

e. The legal descriptions of the boundaries of the land to be subdivided;

f. The number and, unless subdivisionally described, square footage computation, of each lot with sufficient accuracy to show that each such lot contains at least sufficient footage to meet minimum zoning and large lot subdivision requirements;

g. The desired plat map scale shall be a minimum of one inch equals two hundred feet (1"=200');

h. The date, scale and north arrow;

i. The source of water supply and, if a public system is used, the name of the supplier;

j. The method of sewage disposal and, if sanitary sewer is used, the name of the district having management over the system; where on-site disposal systems are proposed, a report shall be submitted by a licensed on-site system designer or civil engineer experienced in on-site system design to the health district which shall identify an area preliminarily acceptable for sewage disposal based upon a minimum of two (2) soil logs on each five (5) acre lot. Preliminary acceptability shall be based upon minimum standards of the Snohomish Health District. The Snohomish Health District may require additional data than that submitted to confirm site suitability for on-site sewage disposal;

k. The existing zoning classification;

l. Preliminary road alignment showing minimum access to all lots;

m. Identification of critical areas as defined in Title 24, Chapter 24, Snohomish County Drainage Ordinance;

n. Vicinity sketch sufficient to locate the property;

o. Location and width of any existing easements or rights-of-way crossing the property.

3) Two (2) copies of a completed SEPA checklist.

4) If proposed modifications are requested pursuant to SCC 19.30, two (2) copies of completed application forms for same, as provided by the department.

Dated this 2nd day of December, 1987

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington

Shirley Bartholomew
Chairman

Raymond Martin
Clerk of the Council

-) APPROVED
-) EMERGENCY
-) VETOED

DATE 12-11-87

John Martinis
County Executive

JOHN MARTINIS
Deputy Executive

PUBLISHED _____

_____, DPA

Approved as to form only on

(Date)