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SNOHOMISH COUNTY
EXECUTIVE OFFICE



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SNOHOMISH COUNTY COUNCIL

ORDINANCE NO. 90-089

AMENDING SNOHOMISH COUNTY CODE TITLE 19,
CHAPTERS 19.16 AND 19.22, RELATING TO SUBMITTAL
REQUIREMENTS FOR A COMPLETE SUBDIVISION
APPLICATION AND NOTICE PROCEDURES

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BE IT ORDAINED:

Section 1. Snohomish County Code Section 19.16.010, last amended by Ordinance 87-104 on December 2, 1987 is amended as follows:

19.16.010 Application submittal.

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

(2) An application shall be submitted with appropriate fees to the department and upon filing shall receive a file number and date of receipt. Requirements for a ~~((vested))~~ complete application ~~((pursuant to chapter 1047-Section 27-laws of 1987, regular session))~~ are contained in SCC 19.22.020 for small lot subdivisions and SCC 19.22.050 for large lot subdivisions. The time set forth in SCC 19.16.030 and 19.16.040 for hearing plat applications shall not run until all information required by SCC 19.22.030 ~~((7))~~ and 19.22.040, or 19.22.060 has been provided in a complete and accurate manner ~~((as determined by the department))~~. Within three weeks of the date of receipt of either a ~~[n]~~ new application or re-submitted and/or additional information, the department shall determine if the application is complete and accurate for ~~[the]~~ purposes of ~~((vesting))~~ processing. The department shall notify the applicant in writing in a timely manner of this determination and shall return the application to the plat applicant if it is deemed incomplete or inaccurate. Resubmittals to the department with the necessary information making the application complete within six months of original filing will not be subject to additional plat filing fees but will be treated in all other respects as a new application.

(3) The applicant shall transmit no fewer than twenty-one copies to the department. Whenever a preliminary plat is revised prior to public hearing, the subdivider shall submit thirteen 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-plan 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 forty months.

Section 2. Snohomish County Code Section 19.16.030, last amended by Ordinance 87-059, adopted on July 22, 1987, is amended as follows:

19.16.030 Time to act.

(1) Preliminary plats shall be approved, (~~disapproved-or returned-to-the-applicant-for-modification-or-correction~~) denied, or denied without prejudice by the hearing examiner within ninety days from the date the application is deemed complete for processing, unless the applicant consents to an extension of such time period; PROVIDED, HOWEVER, That for large lot subdivisions for which a public hearing is requested, as specified in SCC 19.16.050(2)(a), the ninety day limitation is extended to include up to an additional twenty-one days; PROVIDED, FURTHER, That if an EIS is required as provided in RCW 43.21C.030, the ninety days period shall not include the time spent preparing and circulating the EIS by the county.

(2) Should modification and/or mitigation be requested by the director as a result of technical review of the application, the director shall request a waiver of the ninety day period. If applicant does not agree to the waiver, the application shall proceed to the hearing and the director may recommend denial of the application.

(3) A preliminary plat application which has been denied without prejudice pursuant to section 19.16.030(1) above may be reactivated under the original case file and number and without additional filing fees if a revised application is submitted within six (6) months of the date of the hearing examiner's decision. A new application shall be required in all other cases.

Section 3. Snohomish County Code Section 19.22.010, last amended by Ordinance 87-104, adopted on December 2, 1987, is amended as follows:

19.22.010 [General] Application requirements - small lot subdivisions. Preliminary plats shall be prepared in conformance with the requirements set forth herein. 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-)~~) if the division determines that the information submitted is not sufficiently accurate or complete for processing. Examples of such inaccuracy or incompleteness 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. If an application which has been returned to the applicant by the division is subsequently resubmitted, it shall be considered as a new application.

Section 4. Snohomish County Code Section 19.22.020, last amended by Ordinance 87-104, adopted on December 2, 1987, is hereby repealed.

Section 5. Snohomish County Code Section 19.22.040, last amended by Ordinance 88-021, adopted on April 27, 1988, is amended as follows:

19.22.040 [Content and supporting documents] Requirements for a complete application - 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 SCC 18.46.080 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%; 26-35% 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, the 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.
- n. The following identification of a proposed lot or lots which may be developed with a duplex structure, both to be shown on the face of the plat:
 - (i) a note which indicates the lot number or numbers of the affected lots; and
 - (ii) a note within, (or next to, with indicator) the lot boundaries of the affected lot or lots.

Failure to disclose the intent to develop a lot or lots with duplexes is subject to the provisions of Section 19.56.025.

(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 inch to two thousand feet 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 should 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 two hundred feet of external boundary lines of the plat. The intervals shall be two or five 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, watercourses and major transmission facilities, rights-of-way, within the proposed development and within two hundred 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 twenty-five 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;

m. Base flood elevation data, pursuant to SCC 27.24.010(c)(4) when proposed subdivision is located in part or wholly within a flood hazard area.

(5) Required supporting documents:

a. Two copies of an environmental checklist.

b. Five 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 copies of a completed application form for same, as provided by the department.

Section 6. Snohomish County Code Section 19.22.050, last amended by Ordinance 87-104, adopted on December 2, 1987, is amended as follows:

19.22.050 Application ((- vesting)) requirements - large lot subdivisions. ((An application which contains all the information required in SEC 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 SEC 19.16.010 that information submitted is inaccurate or incomplete.--Examples of such misrepresentation or inaccuracy)) Preliminary plats shall be prepared in conformance with the requirements set forth herein. The planning division may refuse to accept for filing, or return to the applicant, if already filed, any preliminary plat application if the division determines that the information submitted is not sufficiently accurate or complete for processing. Examples of such inaccuracy or incompleteness 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 SEC 19.16.020(2).)) If an application which has been returned to the applicant by the division is subsequently resubmitted, it shall be considered as a new application.

Section 7. Snohomish County Code Section 19.22.060, last amended by Ordinance 88-021 on April 27, 1988, is amended as follows:

19.22.060 [Content and supporting documents] Requirements for a complete application - large lot subdivision. Preliminary plat applications for large lot subdivisions shall include the following:

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

(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 soil logs on each five 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 chapter 24.24, SCC, 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;

(p) Base flood elevation data, pursuant to SCC 27.24.010(c)(4) when proposed subdivision is located in part or wholly within a flood hazard area.

(q) The following identification of a proposed lot or lots which may be developed with a duplex structure, both to be shown on the face of the plat:

(i) a note which indicates the lot number or numbers of the affected lots; and

(ii) a note within the lot boundaries of the affected lot or lots.

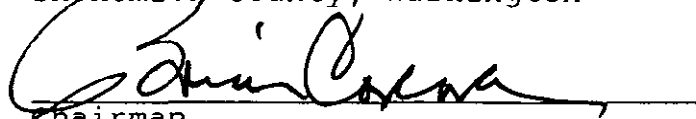
Failure to disclose the intent to develop a lot or lots with duplexes is subject to the provisions of Section 19.56.025.

(3) Two copies of a completed SEPA checklist.

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

Dated this 18th day of July, ^{1990.} 1989.

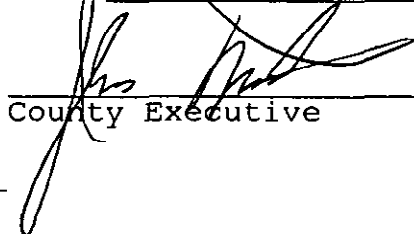
SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington


Chairman


Assistant Clerk of the Council

- APPROVED
- EMERGENCY
- VETOED

DATE JUL 27 1990



JOHN MARTINIS
Deputy Executive

County Executive

PUBLISHED _____

Julia A. Tanner, DPA
Approved as to form only on
2/14/90
(Date)