



PRELIMINARY PLAT SUBMITTAL REQUIREMENTS

PURPOSE

A preliminary plat application allows the division or re-division of land into ten or more lots for the purpose of sale, lease, or transfer of ownership. A preliminary plat may be a conventional or cluster subdivision, cottage housing, zero-lot line townhouse development, or small lot detached development of ten or more lots. A final plat must be approved and recorded before newly created lots may be legally sold. (Refer to the Final Plats Submittal Requirements handout for information on final plats.)

PROCESSING AND DECISION

The preliminary plat application is processed under the provisions of *Federal Way Revised Code* (FWRC) Chapter 18.35, "Preliminary Plat." Your application will be evaluated on the basis of the information you provide, the criteria listed in the pertinent sections of the city's regulations, and inspection of the property. Preliminary plats shall be designed to the standards of Chapter 18.55 FWRC "Design Criteria" and Chapter 18.60 FWRC "Subdivision Improvements." The city's Hearing Examiner will hold a public hearing on the preliminary plat and issue a decision within 10 working days following conclusion of all testimony.

APPEALS

Any decision on a preliminary plat can be appealed to King County Superior Court. See FWRC 18.35.210, for detailed information regarding appeals of preliminary plat decisions.

PREAPPLICATION CONFERENCE

Applicants are encouraged to schedule a preapplication conference to become familiar with FWRC requirements, policies, and regulations. It is also an opportunity to coordinate with city departments and obtain their comments on the proposed subdivision. Preapplication conferences are required for those preliminary plats that are subject to SEPA review. Refer to the city's preapplication conference handout for information.

COMPLIANCE WITH SEPA

Preliminary plats that contain more than 20 lots are subject to *State Environmental Policy Act* (SEPA) review. For a detailed explanation of the city's environmental policy, refer to FWRC Title 14.

ENVIRONMENTALLY CRITICAL AREAS

Projects that involve work within environmentally critical areas may require the applicant to provide information, mapping, studies, and materials and have the city's third party consultant review the information at the applicant's expense. You will be advised at the earliest possible point if your project will be subject to these types of expenses.

SHORELINES

Subdivisions that are within 200 feet of the ordinary high water mark of Puget Sound, Steel Lake, North Lake, or Lake Kilarney require review under the city's Shoreline Master Program. Applicants should speak with department staff for further information regarding shoreline regulations prior to submitting a formal application.

TRAFFIC RELATED REQUIREMENTS

All preliminary plats are subject to transportation concurrency and Traffic Impact Fee requirements. Refer to the concurrency information and Traffic Impact Fee handouts for additional information.

HOW TO APPLY

The applicant (owner or owner's appointed agent) files a complete application with the Community Development Department using the Master Land Use Application form which can be obtained at our office or on the city's website.

A complete application is required before the city can proceed with technical analysis and make an informed decision on your application. Following is a list of materials that must be submitted with your application. Please do not turn in your application until all items on the list that apply to your proposal have been included. Consult with the Community Development Department's Permit Center (253-835-2607 or permitcenter@cityoffederalway.com) if you have any questions. All application materials become public information.

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Project Name: _____

Project Description: _____

Applicant/Agent: _____

File No(s): _____

Required	Submitted	
<input type="checkbox"/>	<input type="checkbox"/>	Completed Master Land Use Application form including signatures of persons with ownership interest in the property. Agent authorization is required if application is not signed by owners of all subject parcels.
<input type="checkbox"/>	<input type="checkbox"/>	Application fees, including SEPA fees as applicable.
<input type="checkbox"/>	<input type="checkbox"/>	Concurrency application (with appropriate fees)
<input type="checkbox"/>	<input type="checkbox"/>	Copy of summary letter and checklist from Preapplication Conference
<input type="checkbox"/>	<input type="checkbox"/>	Two copies of a current title report or plat certificate, prepared within the last 90 days, (including any easements or restrictions affecting the properties with a description, purpose, and reference by auditor's file number and/or recording number; parties of interest; and any restrictions or covenants running with the property.)
<input type="checkbox"/>	<input type="checkbox"/>	Notice of availability from the purveyor(s) of sewer and water signed within a year of the date of preliminary plat application.
<input type="checkbox"/>	<input type="checkbox"/>	Four copies of the project's <i>Preliminary Technical Information Report (TIR)</i> per the <i>King County Surface Water Design Manual (KCSWDM)</i> . The TIR must include a Level I downstream analysis and must address relevance of the 8 Core and 5 Special Requirements of the KCSWDM.
<input type="checkbox"/>	<input type="checkbox"/>	Four copies of a <i>School Access Analysis</i> .
<input type="checkbox"/>	<input type="checkbox"/>	Four copies of a <i>Critical Areas Report</i> w/ supplemental: <input type="checkbox"/> Geotechnical report <input type="checkbox"/> Wetland delineation <input type="checkbox"/> Stream delineation <input type="checkbox"/> Wetland mitigation plan <input type="checkbox"/> Wetland buffer enhancement plan <input type="checkbox"/> Stream buffer enhancement plan
<input type="checkbox"/>	<input type="checkbox"/>	Four copies of special studies or requirements as requested in your preapplication summary letter.
<input type="checkbox"/>	<input type="checkbox"/>	Four copies of <i>Trip Generation</i> or <i>Traffic Impact Analysis (TIA)</i> , prepared by an engineer licensed in the State of Washington, as required by the Traffic Division.
<input type="checkbox"/>	<input type="checkbox"/>	Additional information as required by the Community Development and/or Public Works Departments.

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Required	Submitted	
<input type="checkbox"/>	<input type="checkbox"/>	Landscape Plan
		Seven copies prepared by a licensed landscape architect identifying existing wooded areas, meadows, rock outcroppings, proposed and required buffers, open spaces, street trees, ornamental landscaping, other landscape features, and stands of trees and protection techniques as may be required per the FWRC.
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Clearing and Grading & Tree/Vegetation Retention Plan
		Seven copies, consistent with Chapter 19.120.040 FWRC, Clearing, Grading, and Tree and Vegetation Retention.
<input type="checkbox"/>	<input type="checkbox"/>	Property Survey
		Seven copies, in conformance with FWRC 18.35.020(2), stamped by a licensed land surveyor.
<input type="checkbox"/>	<input type="checkbox"/>	Phasing Plan
		Seven copies, as applicable, showing divisions of the plat and a proposed timetable for construction of each division.
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Plat Drawing
		Seven copies, drawn to scale of 1" = 100' or larger (1:50 is preferred), which includes the Preliminary Plat Drawing Requirements included in this handout, <u>AND</u> one 11 x 17 reduced copy of the preliminary plat
Public Notice Requirements		
<input type="checkbox"/>	<input type="checkbox"/>	PRELIMINARY PLAT – Two sets of stamped envelopes with address labels and a list of the names and addresses of all owners of real property, as shown by the records of the county assessor, located within 300 feet of any portion of the boundary of the proposed subdivision and any adjoining real properties owned by the owners of the land proposed to be subdivided. If the owner of the property which is proposed to be subdivided owns adjacent property, the addresses of owners of property located within 300 feet of any portion of the boundaries of such adjacently located parcels must also be provided.
<input type="checkbox"/>	<input type="checkbox"/>	SEPA – Provide one additional set of self-addressed, stamped business sized envelopes (with City of Federal Way return address) of persons receiving property tax statements for all properties within 300 feet of the boundary of the subject property. Include a separate list of the addresses with their parcel numbers and an assessor’s map showing the 300-foot boundary.
		IMPORTANT – Please do not submit metered envelopes. The Federal Way Post Office may refuse such envelopes. In addition, you are highly encouraged to use the <i>Forever</i> stamps.

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<input type="checkbox"/>	<input type="checkbox"/>	<p>Preliminary Plat Drawing including, but not limited to:</p> <ul style="list-style-type: none"> • Proposed name of subdivision. (You may wish to check with King County to make sure that the name has not yet been used.) • Location by section/township/range and legal description. • Name, address, and phone number of the developer. • Name, address, and phone number of each property owner. • Name, address, and phone number of registered land surveyor. • Scale of plat, date, and north arrow (subsequent resubmittals must have a revision date). • Existing topography of the land indicated by contours of two-foot intervals for slopes less than 15 percent and five-foot intervals for slopes of 15 percent or greater. Identify all slopes 40 percent or greater on or within 25 feet of the site. • Location and extent of significant natural features on and immediately adjacent to the site. Such features shall include but are not limited to streams, wetlands, views, stands of trees, and water bodies to the extent that significant natural features and/or their associated buffers affect the short subdivision. • Comprehensive plan and zoning classifications of subject and adjoining properties. • Adjacent common ownerships and the land or lot divisions of adjoining properties not in common ownership for a distance of at least 100 feet around the perimeter of the property proposed for the subdivision. A separate list of names may be used for clarification purposes. • Location, widths, and names of existing or prior platted streets; railroad, or utility rights-of-way or easements; parks or other public spaces; and existing permanent structures to be retained within and adjacent to the proposed subdivision. Where the property has been previously subdivided, the original lots, blocks, street easements, etc., shall be shown in dotted lines in scale with the proposed subdivision. Show distance between existing structures to be retained and property lines. (Show pavement widths, planter strips, sidewalks, utility poles, etc.) • Existing and conceptually proposed water, sewer, and drainage utilities on, under, or over the land showing size, grades, and location. • Locations and widths of proposed streets, utility rights-of-way and easements. • Adjacent common ownerships and the land or lot divisions of adjoining properties not in common ownership for a distance of at least 100 feet around the perimeter of the property proposed for the subdivision. A separate list of names may be used for clarification purposes. • Location, widths, and names of existing or prior platted streets; railroad, or utility rights-of-way or easements; parks or other public spaces; and existing permanent structures to be retained within and adjacent to the proposed subdivision. Where the property has been previously subdivided, the original lots, blocks, street easements, etc., shall be shown in dotted lines in scale with the proposed subdivision. Show distance between existing structures to be retained and property lines. (Show pavement widths, planter strips, sidewalks, utility poles, etc.) • Existing and conceptually proposed water, sewer, and drainage utilities on, under, or over the land showing size, grades, and location. • Locations and widths of proposed streets, utility rights-of-way and easements. • Layout, number, and dimensions of proposed lots. Include the square footage of each lot. • Parcels of land intended to be dedicated for public use, or reserved for the use of owners of the property in the subdivision. • Building setback lines. • The location of all ditches, culverts, catch basins, and other parts of the design for the control of surface water drainage.
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	Preliminary Plat Drawing <i>(continued)</i>
	<ul style="list-style-type: none"> • Typical roadway sections, existing and proposed, including streetlights and street trees. • A statement explaining how open space shall be provided. For conventional subdivisions, open space in the amount of 15 percent of the gross land area of the subdivision site is required to be provided. If the city determines that the location, quality, or extent of the required open space would not fulfill the intent or purpose of useful common open space, a payment of an equivalent fee-in-lieu of the required project open space shall be paid pursuant to FWRC 18.55.060(2).¹ • Total acreage of the site platted, prior to creation of any lots, tracts, or other dedications. • Acreage precluded from development due to the presence of critical areas, including: wetlands, streams, steep slopes, and other features (along with buffers), broken out by category, covered by critical areas regulations. • Acreage dedicated for public rights-of-way (for both newly created streets and expansions of existing streets), as well as private tracts, alleys, and ingress/egress and utilities easement created for the purpose of providing access to lots within subdivisions. • Location and acreage of tracts (or other areas) dedicated for retention/detention/drainage facilities, open space and parks, or other on-site public facilities, broken out by category. • Net plat area, which is gross plat area minus critical areas, rights-of-way, private open space, and public purpose lands.² • Vicinity map with labeled streets and north arrow showing the proposed subdivision's relation to the area. • List the height of all retaining walls and rockeries. • The city's file number will be assigned upon application. Include the file number on subsequent resubmittals.

¹ Open space requirements for cottage housing, zero-lot line town house development, and small lot detached development can be found in FWRC 18.55.060.

² *Public purpose lands* mean acreage of tracts (or other areas) dedicated for retention/detention/drainage facilities, open space and parks, or other on-site public facilities.