



**CITY OF CARNATION**

4621 Tolt Avenue • P. O. Box 1238 • Carnation, WA 98014-1238  
 (425) 333-4192 phone • (425) 333-4336 fax

**UNIT-LOT SUBDIVISION SUBMITTAL REQUIREMENTS**

**APPLICANT:** Please complete the following and submit all electronically to the Planning Department.

Applicant Name:		Phone:
Mailing Address:		
Email:		Fax:
Site Address:		Assessor's PIN:
SUBMIT	REC'D	
<input type="checkbox"/>	<input type="checkbox"/>	Application Form
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Plat Map Drawn to scale of either 1"=50', 1"=60" or 1"=100' or other as approved by City Planner, with all requirements as specified in the attached list.
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity Map Clearly depict the site in relation to arterials, municipal boundaries, and other relevant landmarks. Show the uses and zones of neighboring properties.
<input type="checkbox"/>	<input type="checkbox"/>	Subdivision Fees per Fee Resolution: Per CMC 5.32.050, the City will bill the applicant for costs to the city over and above the initial fee. Please note that other fees may be required as part of the subdivision process (SEPA, Critical Area Review, Drainage Plan Review, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	List of all property owners and their correct mailing addresses within a 300' radius
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Sewer Availability
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Water Availability
<input type="checkbox"/>	<input type="checkbox"/>	Legal Description
<input type="checkbox"/>	<input type="checkbox"/>	Assessor's Map
<input type="checkbox"/>	<input type="checkbox"/>	Completed Environmental Checklist as found in WAC 197-11-960 summarizing the impacts the proposed subdivision and development will have on the natural and human elements of the environment.
<input type="checkbox"/>	<input type="checkbox"/>	\$400 for SEPA review (note that an additional \$200 will be charged in the event that a Mitigated Determination of Non-Significance is issued).
<input type="checkbox"/>	<input type="checkbox"/>	Critical Areas Report prepared in accordance with CMC 15.88.200 (E) if the city determines that the proposed site may include, is adjacent to or that the proposal could have probable adverse impacts to any critical areas.
<input type="checkbox"/>	<input type="checkbox"/>	A Floodplain Habitat Assessment and Mitigation report that follows Regional Guidance from FEMA, prepared by a qualified professional as defined in CMC 15.88.700, if the proposed project is within an area of special flood hazard as shown in the effective FIRM.
<input type="checkbox"/>	<input type="checkbox"/>	Plat name certificate from King County Department of Records and Elections

<input type="checkbox"/>	<input type="checkbox"/>	Title Certificates indicating the ownership of real property parcels which are to be included in the subdivision process. All persons having title interest in the property shall be required to sign all documents relating to the subdivision application.
<input type="checkbox"/>	<input type="checkbox"/>	All easements, deed restrictions or other encumbrances restricting the use of the subject property.
<input type="checkbox"/>	<input type="checkbox"/>	Documentation of the date and method of segregation for the subject property verifying that the lot or lots were not created in violation of the short subdivision or subdivision laws in effect at the time of creation.
<input type="checkbox"/>	<input type="checkbox"/>	Lists of any other development permits or permit applications that are being filed for the site.
<input type="checkbox"/>	<input type="checkbox"/>	Other:

For City use only:

Date Received:	Received By:
Comments:	

## Preliminary Long Plat Map Requirements

1. Base Map: A Boundary and Topographic survey which depicts existing site conditions shall be used as the underlying base map for the Preliminary Plat map. Topographic plans shall extend 25 feet beyond the exterior property lines and detail all natural and manmade features. Use NAVD-88 as the vertical datum for the topographic survey.
2. Proposed name of plat must be approved by King County Department of Records and Elections.
3. The Plat map shall be at a scale of 1" = 50', 1" = 60' or 1" = 100' or other scale determined by the City Planner, and must include the following information:
  - a. Name, address and phone number of the applicant and of each property owner;
  - b. Name, address, phone number, signature and seal of the professional land surveyor who prepared the plat;
  - c. Quarter section(s), township and range;
  - d. Scale, datum and northpoint;
  - e. All existing lots, tracts, parcels, rights-of-way, utility rights-of-way, parks, and easements with names, dimensions, and recording numbers within 100 feet of the perimeter of the proposed plat;
  - f. Depiction of any 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 or applicant(s);
  - g. Proposed lots with lot designations, dimensions, and areas in square feet;
  - h. Building setbacks for each lot in accordance with CMC 15.48: Density and Dimensions. Show front(s), side(s), rear setbacks if applicable;
  - i. Proposed rights-of-way and any proposed ingress, egress, utility, open space, drainage, native growth protection easements, and any other auxiliary tracts. Designate proposed roads as "Road A", "Road B", etc. Designate proposed tracts as "Tract A", "Tract B", etc. Identify the roadway classification of each road as defined in the City of Carnation Street and Storm Sewer System Standards;
  - j. Specific identification of the intended use and ownership for each auxiliary tract or easement;
  - k. Zoning classification. If the property has multiple zones, show the zone boundary;
  - l. All Critical Areas and their buffers on the subject property and within 500 feet of any boundary of the site;
  - m. Phasing: if the project is to be phased, graphically define each phase line. Each phase must meet all requirements of development independently;
  - n. Utilities: Show the locations and sizes of all utility trunks serving the site, and all proposed sanitary sewer, storm drainage and water lines;
  - o. Total acreage of the land to be divided and the average land area in square feet of the proposed lots;

- p. Contour lines in areas to be developed shall be at five-foot intervals, or as specified by the city engineer. Ten-foot intervals may be used in areas not to be developed. All contour lines shall be extended into adjacent property a sufficient distance to show the topographical relationship of adjacent property to the proposed subdivision;
- q. The location of all existing structures within the proposed subdivision and within twenty-five feet of the proposed subdivision;
- r. The location of significant trees or stands of trees as defined in 15.08 CMC;
- s. A conceptual grading plan showing proposed clearing and existing and proposed topography, detailed to five-foot contours, unless smaller contours are otherwise requested;
- t. Storm water management plans as required by the adopted DOE Stormwater Management Manual in accordance with CMC 15.64.;
- u. The location and size of water bodies and drainage features, both natural and manmade, within 500 feet of any boundary of the site.

*The following is an excerpt from Carnation Municipal Code Title 15 – Land Use Code which addresses submittal requirements for project permit applications. Please refer to the Carnation Municipal Code and the City of Carnation Street and Storm Sewer System Standards for complete regulations and requirements.*

**Section 15.09.120 Project permit application submittal requirements.**

A. Applications for all project permits shall be submitted to the city upon forms provided by the city planner. An application shall consist of all materials required by the applicable development regulations for the specific permit(s) sought, and shall include the following general information:

- 1. A completed project permit application form;
- 2. A sworn statement made before a notary public and under penalty of perjury by the applicant that the property affected by the application is in the exclusive ownership of the applicant, or that the applicant has submitted the application with the consent of all owners of the affected property;
- 3. A property and/or legal description of the site for all applications, as required by the applicable development regulations;
- 4. The applicable fee; and
- 5. Designation by name, street and mailing address, telephone number, and relationship to the applicant, of the person to receive all determinations and notices required by this chapter.

B. In addition, each submittal of a project permit application shall contain the following information, where applicable:

- 1. Evidence of adequate water supply as required by RCW 19.27.097;
- 2. Evidence of sewer availability;
- 3. Information on the capacity of existing storm water conveyance and control facilities;
- 4. Any information required by any other applicable provision of this title; and
- 5. Any other information determined by the city planner to be relevant and material to review of the proposed project or development.

### **15.16.250 Complete application.**

A proposed subdivision application shall be considered under the subdivision, zoning and other land use control ordinances in effect on the land at the time a fully complete application for a subdivision has been submitted to the city, pursuant to RCW 58.17.033.

A. Applications shall be on forms prescribed by the City Planer and shall include such information as deemed necessary to establish compliance with this section.

B. Applications for a subdivision shall be signed by all property owners or their authorized agents, with supporting documents as required below and which contain sufficient information to determine compliance with adopted rules and regulations including, but not limited to, , Chapter 43.21C RCW; SEPA as implemented by Chapter 197-11 WAC; CMC Title 12, Streets, Sidewalks and Public Places; CMC Title 13, Public Services; Chapter 14.04 CMC, Environmental Policy Act; CMC Title 15 Land Use; the City of Carnation Comprehensive Plan; utility comprehensive plans, the Civil Engineering Standards for water, sewer and streets, and administrative rules adopted to implement any such code or ordinance provisions.

C. The proposed plan shall be prepared by a professional land surveyor or engineer licensed in the state of Washington. The proposed site plan shall be at a scale of 1' = 50', 1' = 60' or 1' = 100', or other scale determined by the City Planner, and shall include:

1. The location, layout and size of all proposed lots.
2. Proposed and existing structures including elevations and floor plans as known (plans which show building envelopes rather than footprints must include postconstruction treatment of unoccupied areas of the building envelopes).
3. The identification and description of the properties involved in the site plan.
4. The legal description of the lot or lots to be subdivided.
5. The name and address of the developer.
6. The name, address and seal of the registered engineer or land surveyor.
7. The scale, datum and northpoint.
8. The building setback lines for each lot.
9. All proposed and existing uses, zoning and property boundaries within 100 feet of any boundary of the site.
10. The location and identification of critical areas within 500 feet of any boundary of the site.
11. The location, widths and names of all existing or prior platted streets, public ways, utility rights-of-way, parks and other recreation spaces within or adjacent to the site.
12. The location and size of utility trunks serving the site.
13. The location and size of water bodies and drainage features, both natural and manmade, within 500 feet of any boundary of the site.
14. Storm water management plans as required by the adopted DOE Stormwater Management Manual in accordance with CMC 15.64.230.
15. The location of any significant trees or significant stands of trees as defined by 15.08 CMC.
16. A conceptual grading plan showing proposed clearing and existing and proposed topography, detailed to five-foot contours, unless smaller contours are otherwise requested.

17. A layout of streets, their names and widths of easements. The names of the streets shall conform to the name of the corresponding streets and to the general system of naming used by the city of Carnation.
18. A complete environmental checklist.
19. Certificates of water and sewer availability.
20. Copies of all easements, deed restrictions or other encumbrances restricting the use of the subject property.
21. A list of all property owners within 300 feet of any boundary of the site.
22. A copy of the most current assessor's map obtained from the King County department of assessments.
23. Documentation of the date and method of segregation for the subject property verifying that the lot or lots were not created in violation of the short subdivision or subdivision laws in effect at the time of creation.
24. Lists of any other development permits or permit applications having been filed for the site.
25. Payment of any application fees and development deposits imposed by the city.

D. The City Planner may waive specific submittal requirements determined to be unnecessary for assessing compliance with permit criteria.

**15.16.260 Additional requirements.**

The City Planner may require the submittal of additional information, including but not limited to soil and geological studies, wetland assessments, or traffic studies, prior to processing a land use application if it is determined that such information is necessary for the accurate review of such applications. The City Planner may also set reasonable deadlines for the supplemental submittal of such information if it is found to be necessary subsequent to the initial application submittal. Failure to meet such deadlines shall cause the application to be deemed withdrawn, and plans or other data previously submitted for review may thereafter be returned to the applicant together with any unexpended portion of any development review deposit. In no case shall an application be processed until it is complete in terms of the type or amount of information necessary for accurate review.