

# Short Plat Submittal Requirements

## Purpose

The purpose of a Short Plat is to allow for the subdivision of land into four (4) or fewer lots, tracts, parcels or divisions for the purposes of sale, lease, or transfer or building development and which has not been divided as part of a Short Plat within a period of five (5) years.

Short Plat subdivision proposal are reviewed through a Level 2 Review process (administrative review with written notice provided to all property owners within 300 feet) and shall comply with all standards and criteria set forth in the Issaquah Municipal Code (Chapter 18.13 (Subdivisions)).

## How to Apply

### Electronically Online

1. Gather your plans and supporting documents per the application checklist and plan set requirements
2. Save the documents in PDF file format per our [PDF File Format Requirements](#)
3. Apply and upload your plans to [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com).

Select the following options when applying:

**Land Use – Any Project Type – Land Division – Short Plat**

## Submittal Requirements

- Affidavit of Ownership/Agent Authority form, signed and notarized by all property owners and lots involved that are part of the Lot Line Adjustment application. ([Affidavit of Ownership/Agent Authority](#))
- Application fee: ([Application fees](#))
- Environmental Checklist and fee if the site contains Critical Areas (creeks, wetlands, steep slopes) or is along Lake Sammamish. Otherwise SEPA review is exempt ([SEPA Environmental Checklist](#))
- Critical Areas reports if pertinent to the project including: wetlands, creeks, geotechnical for steep slopes, coal mine hazards.
- Meets and bounds legal description of the proposed lots, prepared by a licensed land surveyor. Provide on the application for or as an attachment.
- Accurate legal description of any proposed utility or access easements, if applicable.
- Plat Certificate or Title Report of subject property to confirm ownership, easements and encumbrances. An update may be required prior to final approval and recording of the Short Plat.
- Narrative describing the project, include the square footage of the existing lot and new lots. Include with the narrative, the square footage of dedicated rights-of-way, utility easements, and tracts.
- Vicinity map that identifies the location of the Short Plat property in relationship to its surrounding vicinity. (may be fulfilled with the Short Plat drawing)
- Boundary and topographic survey.

- Short Plat drawings, at a size of 18" x 24". The drawing shall be prepared by a licensed land surveyor. The drawing shall show:
  1. Dimensions of all existing property lines and the proposed property lines.
  2. Identify all adjacent streets and alleys using City of Issaquah street names, (not King County names).
  3. Show the dimensions of existing and proposed utility or access easements.
  4. Show all existing structures, parking lots, and other on-site improvements and the distances to property lines.
  5. Show north arrow, with the north arrow oriented to the top of the drawing.
  6. Show graphic scale.
  7. Identify the lots as Lot 1 or Lot 2 (or you may also use letters).
  8. Show square footage of new lots and tracts.
- Closure calculations.
- Storm drainage report.
- Preliminary clearing and grading plan, if applicable.
- Preliminary landscaping plan, if required for adjacent streets.
- Preliminary street lighting plan.
- Short Plat drawings at a size of 8 ½" x 11" to be used for the City's mailing notice to surrounding property owners.

### **The following shall be part of the Short Plat**

1. The Short Plat subdivision name and file number, name and address of the owner, and the name and address of the land surveyor and the subdivision engineer.
2. The date of preparation, the true north point, a graphic scale and drawn to an appropriate decimal scale.
3. The legal description of the property to be subdivided.
4. The location of existing and proposed platted property lines, and existing section lines, streets, buildings, watercourses, railroads, bridges, and any recorded public or private utility or roadway easements, both on the land to be subdivided and on the adjoining lands that abut the proposed subdivision, for a distance of one hundred (100) feet from the edge of the subject property.
5. Contours (solid), proposed contours (dotted) and elevation (at minimum five (5) foot intervals) to the extent necessary to accurately predict drainage characteristics of the property. Contours shall be extended at least one hundred (100) feet beyond the boundaries of the proposed plat and references to the United States Coast and Geodetic Survey (U.S.C. and G.S.) datum.
6. The names, location, widths and other dimensions of proposed streets, alleys, easements, parks and other open spaces, reservations and utilities.
7. How the proposed Short Plat will be served by utilities and the location of water and sewer lines.
8. The acreage of land to be subdivided; the number of lots, the area and dimensions of all lots; and the approximate square footage and approximate percentage of total acreage in open space or tracts.
9. The square footage of all dedicated rights-of-way, utility easements and tracts.
10. A soils test if required by the Public Works Department.
11. The location of significant trees and information required in accordance with Chapter 18.12 IMC.

12. All existing structures and distances from any existing and proposed lot lines within or abutting the subdivision within a distance of fifty (50) feet;
13. Monumentation of all exterior corners and streets and be surveyed by a land surveyor licensed in the state;
14. Provisions for sidewalks, placement or construction of traffic calming features and devices, and other planning features that assures safe walking conditions for pedestrians.

## Review and Approval Process

1. The Development Services Department, upon receiving a Short Plat application and the appropriate application fee, will first review the proposal for compliance with existing zoning and subdivision regulations.
2. The application will be routed to City Departments that will have an interest in the review.
3. Based upon any city review comments, the Development Services Department may ask for more information, ask that corrections be made to the application, and/or approve the application with or without conditions.
4. A written Notice of Decision (NOD) will be prepared and signed by the Development Services Department. Copies of the NOD will either be mailed or emailed to the parties of record. Following issuance of the NOD, an appeal period of 14 days occurs in which the decision or any conditions can be appealed to the Hearing Examiner.
5. The applicant is responsible for ensuring that the Lot Line Adjustment plan and all other documents are recorded with King County. The final plan that has the Lot Line Adjustment file number on it, signatures of the surveyor, property owner(s) and signed by the City shall be submitted to the King County Department of Records and Elections for recording. That office is located in the King County Administration Building at 500 4th Avenue, Seattle, WA 98104.
6. The applicant shall return a copy of the recorded drawing to the Development Services Department.
7. One electronic copy of the final plans shall be provided in a software format acceptable to the Public Works Department for updating City of Issaquah maps.
8. Upon approval and recording of the Lot Line Adjustment, rebar and cap (2 to 3 feet in length) shall be placed at all new property corners.

## Public Notice Requirements

The Short Plat is reviewed administratively through a Level 2 Review process including a notice to Parties of Record, properties owners within 300 feet of the subject property; notice on the City website, and to electronic subscription notice. The City of Issaquah provides the mailed noticing (including address labels) to the surrounding property owners and parties of record.

## Revision Submittals

All revision must be submitted to the Permit Center and date-stamped by a permit technician. Each revision package must include the same number of sheets/documents that were required for the original submittal. The Permit center can be reached by calling 425-837-3100 or by e-mail at [PermitTech@issaquahwa.gov](mailto:PermitTech@issaquahwa.gov)

## Please Note

1. The property owner bears the responsibility for accuracy and completeness of all information provided with or affecting the application submittal.
2. The Development Services Department may require additional information as needed. If you have any questions concerning your application submittal, please visit or contact the Issaquah Permit Center (425-837-3100) between 9:00 a.m. and 5:00 p.m., Monday through Friday or by e-mail at [PermitTech@issaquahwa.gov](mailto:PermitTech@issaquahwa.gov)

## LINKS TO SELECT ISSAQUAH MUNICIPAL CODE (IMC) SECTIONS

**Land Use Code:** <http://www.codepublishing.com/wa/issaquah/?Issaquah18/Issaquah18.html>

**Central Issaquah:** <http://issaquahwa.gov/DocumentCenter/View/1411>

(Development & Design Standards)

**Subdivisions:** <http://www.codepublishing.com/wa/issaquah/?Issaquah18/Issaquah18.html>

**Environmental Protection:** <http://www.codepublishing.com/wa/issaquah/?Issaquah18/Issaquah18.html>

**District Standards Table:** <http://www.codepublishing.com/wa/issaquah/?Issaquah18/Issaquah18.html>

**Density calculation in Critical Areas:** <http://www.codepublishing.com/wa/issaquah/?Issaquah18/Issaquah18.html>

**Street Standards:** <http://issaquahwa.gov/DocumentCenter/View/1048>

**Landscaping & Tree Preservation:** <http://www.codepublishing.com/wa/issaquah/?Issaquah18/Issaquah18.html>