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**PRELIMINARY SHORT PLAT (SUBDIVISION)  
AUTHORIZATION**

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(A copy of this letter must be submitted for each property owner involved)

I, \_\_\_\_\_ attest under the laws of the State of Washington as follows;

- 1. I am the owner of the property that is the subject of the application.
- 2. I have not appointed anyone, *or*
- 3. I have appointed \_\_\_\_\_ to act as my agent regarding this application.
- 4. All statements, answers, and information submitted with this application are true and correct to the best of my knowledge and belief.
- 5. I agree to hold the City of Enumclaw harmless as to any claim (including costs, expenses and attorney's fees incurred in the investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Enumclaw, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as part of this application.
- 6. I hereby grant permission for representatives of the City of Enumclaw and any other Federal, State, or local unit of government with regulatory authority over the project to enter onto my property to inspect the property, take photographs, and post public notices as required in connection with review of this application and for compliance with the terms and conditions of permits and approvals issued for the project.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADDRESS

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## PRELIMINARY SHORT PLAT (SUBDIVISION) CONCURRENT APPLICATIONS

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Please indicate whether you are submitting one or more concurrent applications with this application by checking one or more of the boxes below:

**Type I Applications  
(administrative decisions  
made by the city which are  
not subject to environmental  
review under the State  
Environmental Policy Act  
[SEPA]):**

- Administrative Use Permit
- Boundary Line  
Adjustment/Lot Line  
Elimination
- Building Permit

**Type II Applications  
(administrative  
decisions made by the  
city which include  
threshold  
determinations under  
SEPA):**

- Administrative  
Use Permit
- Building Permit-  
SEPA Non-exempt
- Critical Area Permit
- Floodplain  
Development  
Permit

**Type III Applications (quasi-  
judicial final decisions  
made by the hearing  
examiner following a  
recommendation by staff:**

- Conditional Use Permit
- Variance

**Type IV Applications (quasi-  
judicial decisions made by  
the city council following a  
recommendation by the  
hearing examiner):**

- Rezone (site-specific)

*OTHERS - as may apply:*

- SHORELINE EXEMPT
- SEPA
- \_\_\_\_\_

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## PRELIMINARY SHORT PLAT (SUBDIVISION) APPLICATION SUBMITTAL CHECKLIST (required)

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*Any requirements that are not applicable on this checklist indicate N/A and explain why they are not applicable.*

### DIGITAL MATERIALS, PLANS & GRAPHICS

- Provide documents and plans in PDF format; civil drawings in PDF and DWG format for all submitted materials. Include an Etransmittal of Autocad files(s) of all plans (if applicable).  
Submit to [permits@ci.enumclaw.wa.us](mailto:permits@ci.enumclaw.wa.us).  
\*For files (ex: civil/stormwater sets) over 25 MB, please request a Sharefile link from permit staff.  
\*\*All information must be accurate and current. This information will be used for public noticing, determinations, and reports.

### APPLICATION FEES - Make checks payable to the City of Enumclaw

- All application fees, including, but not limited to: Short Subdivision Fee, environmental review (SEPA) fee(s), public notification costs and all other related fees. Some fees will not be invoiced until actual costs are known. Link to current fee schedule can be found @ <http://www.cityofenumclaw.net/219/Planning-Permit-Applications-Information>.

### MATERIALS

- A. **APPLICATION FORM** Provide a **completed** application form signed by the property owner(s) and/or applicant with this completed Application Submittal Checklist.
- B. **LETTER OF AUTHORIZATION** Provide letter of authorization to act contained with this application packet inclusive of all required signatures.
- C. **CONCURRENT APPLICATIONS FORM** Check applications that are being submitted concurrent with the short subdivision application, including SEPA environmental checklist review, if required.
- D. **LEGAL DESCRIPTION** Provide a legal description on the plat of the property to be subdivided prepared by a professional land surveyor licensed in the State of Washington.
- E. **TITLE REPORT** Provide a title report, with liability for errors not to exceed the assessed value of the lots on the date of application. The title report shall be issued no more than 45 days prior to the application date. The City may request an updated title report prior to final short subdivision approval.
- F. **PRELIMINARY SHORT PLAT APPLICATION SUBMITTAL CHECKLIST**  
Submit all listed Materials and Drawings with Plans.
- G. **SEPA CHECKLIST (if applicable)** For short subdivisions that are subject to SEPA under state law or if on lands covered by water, include a **detailed, completed** SEPA environmental checklist together with supporting documentation, plans, and information addressing potential or known environmental impacts resulting from the proposal.
- H. **SAFE WALKING ROUTE TO SCHOOL ANALYSIS (residential plats)** Provide a Safe Walking Route to School Analysis showing/assessing the safety of walking conditions for students who walk to and from school (RCW 58.17.110). A statement from the Enumclaw School District can be submitted with the analysis.

I. **PRELIMINARY STORMWATER SITE PLAN REPORT** The following Minimum Requirements must be addressed in the preliminary stormwater site plan report, if applicable to the project, with supporting calculations, justification, and drawings in accordance with Volume I, Section 3.1 of the Washington State Department of Ecology's Stormwater Management Manual for Western Washington as amended. The preliminary stormwater site plan report shall be prepared by a professional engineer licensed in the State of Washington.

J. **CRITICAL AREAS REPORT if applicable**, addressing compliance with EMC 19.02 (Critical Areas Regulations) prepared by a qualified consultant as defined by EMC 19.02 Appendix D: "a person with training and experience in the scientific discipline, and who is a qualified scientific expert with expertise in streams, wetlands or lakes subject matter in accordance with WAC [365-195-905](#)(4). A qualified professional must have obtained a Bachelor of Science degree in hydrology, soil science, botany, ecology, or a related field from an accredited college or university or who has equivalent educational training and professional experience related to the subject of habitat or species. Also includes fluvial morphologist if stream relocation is involved. Geologists are included as those professionals who hold an active license from the State of Washington Geology Board."

K. **GEOTECHNICAL SOIL ANALYSIS REPORT** Prepared by a geotechnical engineer licensed in the State of Washington. At a minimum, the geotechnical report shall identify required soils information as outlined in Volume I, Section 3.1.1 of the DOE's current Stormwater Management Manual for Western Washington including, but not limited to, test pit locations, underlying soil type, bearing capacity, infiltration rate, high groundwater elevation, and feasibility determination for implementation of stormwater infiltration facilities/BMPs.

## PRELIMINARY SHORT PLAT DRAWING / CONCEPT CIVIL PLANS

The preliminary short plat subdivision drawings shall be prepared and stamped by a licensed land surveyor in the State of Washington. The concept civil plans shall be prepared and stamped by a licensed civil engineer in the State of Washington.

A. **SCALE & LEGIBILITY**- All drawings and plans must be to scale (engineering scale) no less than 1" = 100' (**1:50 is preferred**) and should have a maximum sheet size of **18" x 24"**. If more than one (1) sheet is needed, each sheet shall be numbered consecutively and an index sheet showing the entire property at an appropriate scale and orientation to the other sheets shall be provided. All geographic information portrayed by the preliminary short plat drawings shall be accurate and legible. A north arrow and graphic scale must be provided for each drawing and plan.

### B. **PRELIMINARY SHORT PLAT DRAWING - List of items to be included:**

1. Date, title, name, and location of subdivision by section, township and range, graphic scale, and true north arrow.

2. The lines of all streets and roads, alley lines, lot lines, lot and blocks numbered in numerical order, reservations, easements and any areas to be dedicated to public use, with notes stating their purpose and limitations.

- 3. Sufficient data to determine readily and reproduce on the ground the location, bearing and length of every street, easement line, lot line, boundary line, block line, plat meander lines, dedication and reservation.
- 4. All dimensions to be to the nearest one hundredth of a foot and angles and bearings and degrees, minutes, and seconds.
- 5. Lambert coordinates, if provided by the engineering department, for permanent control monuments shall be shown on the final plat as determined by the city engineer's office.
- 6. All monuments shall be located as determined by the city engineer's office and shall be clearly shown on the final plat.
- 7. A legal description of the land to be subdivided shall be shown on both the title report and short plat. Legal descriptions shall be metes-and-bounds description reflecting within the description ties to all subdivision lines, donation claim lines and/or recorded plat lines.
- 8. Be accompanied by a complete survey of the section or sections in which the plat or replat is located, or as much thereof as may be necessary to properly orient the plat within such section or sections. The plat and section survey shall be submitted with complete field and computation notes showing the original or re-established corners with descriptions of the same and the actual traverse showing error of closure and method of balancing. A sketch showing all distances, angles and calculations required to determine corners and distances of the plat shall accompany this data. The allowable error of closure shall not exceed one foot in 5,000 feet.
- 9. Certified surveyors shall place permanent corner monuments at each corner of lot(s).
- 10. Proposed land use (i.e., single family, duplex, multi-family).
- 11. Number of dwelling units proposed.
- 12. Density-proposed dwellings per net acre.
- 13. Gross and net acreage (e.g., subtracting rights-of-way, tracts, buffers).
- 14. Area dedicated for roads, stormwater detention and critical area buffers (if applicable).
- 15. Current zoning designation.
- 16. Approximate area of smallest and largest lot.



### **C. PRELIMINARY SHORT PLAT DRAWING - GRAPHIC REPRESENTATION**

The Preliminary Plat Drawing must be prepared by a professional land surveyor licensed in the State of Washington and the following graphic features shall be shown on the drawing:

- 1. Indicate boundaries of the short subdivision by a heavy line. Use heavier line weight for streets so they will stand out from the lots and contour lines.
- 2. The boundaries and approximate dimensions of all proposed lots and tracts to the nearest foot, Include the square footage of each. Identify all lots proposed to be created by lot number and tracts by alphabetic identification, together with the purpose of the tract. Also include the location, width, and purpose of each new easement to be created.

- 3. Location, widths, and names of all existing or proposed streets, public ways, or private streets within or adjacent to the short plat. (City will assign street names after initial review of the preliminary short plat).
- 4. Location of storm water quality/detention facilities, existing vegetation, and infiltrative soils areas to be preserved, and natural drainage features.
- 5. Location of Critical Areas and Critical Area Buffers (if applicable).
- 6. Location of public and private parks, and open space areas (if applicable).
- 7. A section or quarter section breakdown with appropriate ties to the subject parcel(s).
- 8. The boundaries of any adjacent property under the same ownership as the land to be short subdivided.
- 9. All existing property lines lying within the proposed short plat which are to be vacated.
- 10. 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 short subdivision.
- 11. Identify setbacks from proposed property lines and easements for existing structures to remain.
- 12. Show location of all physical and legal description encroachments affecting the boundary between the application site and the adjoining parcels. Encroachments may be from the application site onto the adjoining parcels or from the adjoining parcels onto the application site.

**D. EXISTING FEATURES PLAN / FIELD TOPOGRAPHY**

Provide a topographic plan prepared by a professional land surveyor licensed with the State of Washington showing the following:

- 1. Existing topography on North American Vertical Datum 88 (NAVD 88) and NAD 83 state plane coordinates with contours at 1-foot intervals. Flat site may require additional spot elevations. Contours and spot elevations shall extend a minimum of 25' past property lines and include topography for adjacent street frontage for the full width of right-of-way. Identify all slopes 15 percent or greater on or within 25 feet of the site.
- 2. Location of existing vegetation on site, specifically identifying trees, six inches in caliper or more in diameter (EMC 17.12.070.E).
- 3. Show location and extent of all critical areas; shorelines of the state; FEMA flood designations; hydrologic features within 200 feet of the boundaries to the site; and required buffers and/or setbacks. Indicate if streams are intermittent and the limits of any wetlands. Identify the limits of the 25-year floodplain for streams and 100-year floodplain for rivers. Provide names of all water features and all drainage basins served by or containing these features. Contours for these features must be sufficient to accurately determine the existing character.
- 4. The location, widths, and purposes of any existing easements including recording numbers, lying within the proposed subdivision; and any known adjacent easements.
- 5. Show the location of existing utilities on the property and within adjacent right-of-way.

**E. CONCEPTUAL GRADING PLAN.** Provide a conceptual grading plan prepared by a professional engineer licensed in the State of Washington, showing the following:

a. Existing and proposed grades with cross sections demonstrating code compliance.

b. Location of proposed clearing and grading limits.

**F. CONCEPTUAL UTILITY PLAN - Water, Sewer, Storm, and Other**

Provide a conceptual utility plan prepared by a professional engineer licensed in the State of Washington showing all utility infrastructure needed to serve the subdivision and/or methodology prepared in accordance with the City's comprehensive plans, engineering standards or ordinance requirements. The conceptual utility plan shall include information to ensure that utilities can be constructed consistent with the preliminary plat layout and that the facilities will ultimately meet City design requirements including adequate maintenance and repair access. The Plan shall specify the following information:

1. Background grading contours and adequate horizontal and vertical datum.

2. The location of all existing and proposed ditches, culverts, catch basins, and other parts of the design for the control and conveyance of surface water drainage, and existing and proposed water quality facilities.

3. The location of tracts or easements (or other areas) dedicated for low impact development (LID) and stormwater facilities.

4. The location and size of existing sanitary sewer, septic system (as applicable) storm water, and water lines or other utilities lying within or adjacent to the proposed short subdivision.

5. **Note:** Septic systems to be abandoned to Public Health – Seattle & King County standards.

6. The location, size and vertical profile for all proposed sanitary sewer, storm sewer, and water lines or other utilities to serve the proposed short subdivision.

7. The location of any well used for domestic water supply existing within the proposed subdivision or within one hundred (100) feet of the boundaries of the proposed short subdivision.

8. The location of other utilities other than those provided by the City.

9. If electrical transmission lines cross the subject property, show locations of poles and towers. Identify overhead electrical and other facilities that are proposed or required to be undergrounded.

10. Place all regional utility lines crossing the site in tract(s) or easements.

11. Identify any facilities, such as: booster stations, PVR's, wells, or lift stations proposed to serve the proposed short subdivision.

**G. CONCEPTUAL STREET AND ACCESS PLAN -** Streets must be compatible with the City's Comprehensive Transportation Plan. The short subdivision shall be consistent with the city's six (6) year plan, and any other street plan; and shall make provisions for such streets and must not preclude implementation of such street plans.

Provide a conceptual street and access plan prepared by a professional engineer licensed in the State of Washington. The plans shall show existing and proposed

streets, access points and access points adjacent or on the opposite side of the subject property's frontage. The application shall also include a transportation site plan for streets, pedestrian, and bike facilities. The site plan shall include adequate horizontal and vertical information to ensure the transportation facilities can be constructed consistent with the preliminary plat layout. The plan should show the following:

- 1. The location, right-of-way widths, pavement widths, classifications, and names of all existing or platted streets, (public or private), and other public ways including railroads right of way within or adjacent to the proposed subdivision.
- 2. The boundaries and approximate dimensions of all proposed streets to the nearest foot.
- 3. Adequate horizontal and vertical street geometrics to ensure compliance with City Standards for all proposed streets, including plan and profile drawings of all proposed streets.
- 4. Sight distance triangles for all street entry and at all intersections (private and public).
- 5. Typical roadway sections, including streetlights and street trees for all proposed streets and existing frontage streets.
- 6. Pedestrian connections to existing or proposed trails/pedestrian routes on adjacent properties shall be provided unless there are physical constraints such as critical areas that preclude the construction of a pedestrian connection.
- 7. Show pedestrian connections, walkways, and sidewalks. Show walking conditions and proposed improvements for students who only walk to and from school (RCW58.17.110).

**H. LANDSCAPE AND IRRIGATION PLAN If applicable**, a landscape plan shall be prepared by a professional landscape architect licensed in the State of Washington showing existing wooded areas, meadows, proposed and required buffers, open spaces, street trees, significant trees, ornamental landscaping, and other landscape features. The plan shall identify areas to be cleared and significant trees to be retained and to be removed. Plan information also includes sight distance triangles, proposed utilities, driveway access, and street lighting and that all required improvements can be met by the proposed subdivision.

## DECISION CRITERIA FOR SHORT PLATS (SUBDIVISIONS)

The following State and City Codes comprise the main factors considered in review of a preliminary short plat application. Assessing compliance of the subdivision with these codes, the City relies on policies, codes, special studies, SEPA and other applicable documentation. This is not an all-inclusive list.

### REVISED CODE OF WASHINGTON - RCW 58.17.060 Summary approval /Regulations /Requirements.

(1) The legislative body of a city, town, or county shall adopt regulations and procedures, and appoint administrative personnel for the summary approval of short plats and short subdivisions or alteration or vacation thereof. When an alteration or vacation involves a public dedication, the alteration or vacation shall be processed as provided in RCW [58.17.212](#) or [58.17.215](#). Such regulations shall be adopted by ordinance and shall provide that a short plat and short subdivision may be approved only if written findings that are appropriate, as provided in RCW [58.17.110](#), are made by the administrative personnel, and may contain wholly different requirements than those governing the approval of preliminary and final plats of subdivisions and may require surveys and monumentations and shall require filing of a short plat, or alteration or vacation thereof, for record in the office of the county auditor: PROVIDED, That such regulations must contain a requirement that land in short subdivisions may not be further divided in any manner within a period of five years without the filing of a final plat, except that when the short plat contains fewer than four parcels, nothing in this section shall prevent the owner who filed the short plat from filing an alteration within the five-year period to create up to a total of four lots within the original short plat boundaries: PROVIDED FURTHER, That such regulations are not required to contain a penalty clause as provided in RCW [36.32.120](#) and may provide for wholly injunctive relief. An ordinance requiring a survey shall require that the survey be completed and filed with the application for approval of the short subdivision.

(2) Cities, towns, and counties shall include in their short plat regulations and procedures pursuant to subsection (1) of this section provisions for considering sidewalks and other planning features that assure safe walking conditions for students who walk to and from school.

### RCW 58.17.110 - Approval or disapproval of subdivision and dedication — Factors to be considered Conditions for approval — Finding — Release from damages

(1) The city, town, or county legislative body shall inquire into the public use and interest proposed to be served by the establishment of the subdivision and dedication. It shall determine: (a) If appropriate provisions are made for, but not limited to, the public health, safety, and general welfare, for open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and school grounds, and shall consider all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school; and (b) whether the public interest will be served by the subdivision and dedication.

(2) A proposed subdivision and dedication shall not be approved unless the city, town, or county legislative body makes written findings that: (a) Appropriate provisions are made for the public health, safety, and general welfare and for such open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and school grounds and all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school; and (b) the public use and interest will be served by the platting of such subdivision and dedication. If it finds that the

proposed subdivision and dedication make such appropriate provisions and that the public use and interest will be served, then the legislative body shall approve the proposed subdivision and dedication. Dedication of land to any public body, provision of public improvements to serve the subdivision, and/or impact fees imposed under RCW 82.02.050 through 82.02.090 may be required as a condition of subdivision approval. Dedications shall be clearly shown on the final plat. No dedication, provision of public improvements, or impact fees imposed under RCW 82.02.050 through 82.02.090 shall be allowed that constitutes an unconstitutional taking of private property. The legislative body shall not as a condition to the approval of any subdivision require a release from damages to be procured from other property owners.

**EMC 17.08.130 Physical constraints**

- A. Natural Element Retention. Due regard shall be shown for preservation of outstanding natural or cultural features such as scenic spots, watercourses, historic sites, etc.
- B. Potential Hazardous Conditions. For the areas which have been identified by the administrator as having potentially hazardous geological conditions, soils limitations, or slopes equal to or greater than 15 percent, a detailed soils engineering report will be required prior to the approval of any subdivision. Special consideration for grading, fills or excavations shall be in accordance with the International Building Code, Appendix J, current edition, as adopted by the city.
- C. Tree Preservation. Landscaping, planting, or tree cutting plans shall be prepared by a landscape architect and submitted to the administrator prior to the approval on slopes 15 percent or steeper. In addition, tree cutting plans for all developments shall be required indicating trees over six inches in caliper and indicating which will be cut and which will remain.
- D. Stormwater Facilities. The use of stormwater facilities to minimize surface water runoff, erosion, sedimentation, or other potential damage may be required as determined by the city engineer.
- E. Water Bodies. All subdivisions bordering publicly owned or controlled bodies of water shall maintain a minimum of 15 feet, or 15 percent of the total average dry land lot depth, whichever is greater, as open space between any structure and the line of ordinary high water of all such water bodies.
- F. Critical Areas. Final application shall include information necessary for the administrator to determine whether all conditions of the critical areas ordinance have been satisfied.
- G. Refer to EMC Chapter 17.16 Design Principles and Development Standards.