



Planning & Community
Development Department
1812 Main Street
Lake Stevens, WA 98258
(425) 377-3235
www.lake-stevens.wa.us

Office Hours

Monday - Friday
8:00am - 5:00pm
Plan Submittal
Accepted till 4:30pm

Planning & Community
Development Director
Rebecca Ableman

Municipal Code

Available online:
www.codepublishing.com/WA/LakeStevens/

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

Short Plats, Type II

What is a Short Plat?

A short plat is where you divide property in such a manner that the resulting number of lots does not exceed nine. Subdividing a piece of property allows you to sell a portion of your property. It also can allow construction on portions of your property which otherwise would not be allowed. For example, Title 14 allows only one house on a lot. If you already have a house, but have room for two lots, a short plat could create a second lot on which to build a second house.

A short plat is not the same as segregating your property into separate tax parcels. Segregation is a process used for tax purposes only. Snohomish County creates tax parcels.

Who Can I Talk to at the City of Lake Stevens Permit Center?

The **Planning Department** (425) 377-3235 coordinates the permit review process and would be your main point of contact. They are responsible for reviewing the proposal for compliance with the standards of the land use code. They also coordinate the reviews with other cities and governmental entities and utility organizations.

The **Public Works Department** (425) 377-3222 is responsible for reviewing civil design, such as roads, stormwater and surveys. They are also responsible for reviewing your construction plans, specifications and reports.

The **Building Official** (425) 377-3228 is responsible for reviewing structures for compliance with the *International Building Code (IBC)*. His involvement is most prominent once you apply for a building permit. He will review land use permit applications as early as possible to identify any conflicts with IBC regulations.

The **Fire Marshal** (425) 212-3042 reviews for fire safety and prevention such as design of access for emergency vehicles and locations of fire hydrants.

What is the Process?

Short Plat are reviewed by a Type II process. Please see Chapter 14.16B of the Lake Stevens Municipal Code for the detailed process.

Pre-Application Review: You are strongly encouraged to submit a pre-application review request prior to submitting your application. This preliminary review gives the City a chance to identify the strengths and weaknesses of your proposal. Requesting this review early can save you time, money and stress by allowing the City to identify potential issues with the proposal. To submit a pre-application review packet, contact the Permit Specialist at (425) 377-3235.

Step One: Preliminary Short Plat Approval

The first formal step in short platting your property is to apply for a preliminary short plat. The City will review your proposed short plat for compliance with adopted standards and rules (see Chapter 14.18 LSMC). When you receive approval, there will be conditions which identify certain requirements for compliance. Often these conditions are just a reminder of specific code requirements. Once you complete *Step One*, you have up to five years to complete *Steps Two and Three*. But don't worry, it doesn't have to take five years to complete the process! (See more on how long it takes below).

Application: Application forms for *each of the three steps* are available online or at the Permit Center. It is important to remember that the property owner(s) must sign the application form.

This brochure is for informational purposes only and is not intended to replace adopted rules and policies of the City of Lake Stevens. Please consult Title 14 of the Lake Stevens Municipal Code or the Department of Planning and Community Development for actual regulations and requirements.

SEPA Environmental Review: Short Plats of four or fewer lots are exempt from SEPA, unless there are wetlands, streams or other critical areas on the site. The Planner can provide assistance in determining if your project is subject to review under the State Environmental Policy Act (SEPA). Should that be the case, at the time of application you would also need to submit environmental documents. In addition, depending on the specifics of your project, you may have to submit a traffic study, preliminary drainage plan, wetlands study or other technical documentation which identify the scope of the impacts. Most, if not all of these studies must be prepared by a qualified professional that you would hire.

Public Notice: While no public hearing is required, we do provide public notice and invite comments from interested parties. Your neighbors near the property will be notified directly. In addition, you will post signs on the site and the City will advertise the application in a local newspaper.

Substantive Review: Once your application is determined to be complete and the public comment period has ended, city staff and other affected agencies will review the proposal for compliance with the Lake Stevens Municipal Code and provide comments to the Planner, who consolidates and coordinates the comments before a decision is made. If there are significant issues, the Planner will identify them and work with you to find a solution.

Decision: Upon completion of the review and decision issuance, the Planning Director or designee will mail the decision to the applicant and any other parties of record.

Step Two: Construction Plan Approval

If not already in place, short plats almost always require the applicant to install infrastructure such as roads, sidewalks and drainage improvements which are necessary to bring the development to urban standards. Following preliminary approval, you may then apply for appropriate permits for construction of the project. The Public Works Department is responsible for issuing permits for public improvements. See the Lake Stevens Municipal Code 14.16A.130.

Required improvements must be completed before *Step Three* can be finalized. However, if substantial progress is being made on *Step Two*, the City may consider allowing you to proceed with processing *Step Three* before *Step Two* is complete.

Step Three: Final Short Plat Approval and Recording

The four main objectives in the City's review of step three are (1) to ensure the required improvements have been installed to City standards, (2) the documents that are to be recorded are complete and correct, (3) all conditions of approval have been met, and (4) all monies due to the City have been paid. See Chapter 14.18 LSMC for detail requirements for final plat processing.

How Long Does the Short Plat Process Take?

There is no one size fits all answer to this question. The time it takes is largely up to you. The length of time depends on a number of factors, such as the complexity of the proposal, the extent of infrastructure work that is required, the quality of the application materials, the response time of the applicant to issues raised by the City, and the workload of the City. The time it takes to complete all three steps ranges from two months being the absolute minimum up to five years. Usually when the steps are not completed within a year, it is because the applicant has not provided the materials necessary to complete the plat. For those that are diligent in proceeding with the various steps, you can normally expect it to take at least five to six months to complete all three steps.

How Much Does A Short Plat Cost?

Please reference the current Land Use Fee schedule for application fees. Fees are due at time of submittal. If critical areas are present, a critical areas study is required and the City's consultant will perform the review. You will be billed for the City's cost for the consultants review. There are often other costs involved which are necessary to fulfill the requirements of your permit.

Other Costs: Some of the more costly items include fees for surveyors, engineers and planners you may hire and the cost of installing all required public improvements. The latter includes installing or widening public streets, sidewalks, street trees, parks, sewers, storm facilities, and other utilities.

What Are The Rules Governing Short Plats?

Chapter 58.17 of the Revised Code of Washington (RCW) provides the basic framework for subdivision approvals. Like all land use permits, you must meet the development standards of the *Land Use Code* in order to receive approval. These standards are adopted by City Council and are intended to preserve and enhance the quality of life in the community, and to protect people, property and the natural environment. Some of the pertinent rules are as follows:

- Table 14.48-I Density and Dimensional Standards of the Land Use Code has requirements for minimum lot area, lot width, and setbacks which varies from zone to zone.
- The International Fire Code is designed to protect you and other properties. It contains requirements for hydrant location, fire truck access and construction standards.
- You are required to provide the utilities necessary to serve each lot. In part this means you will need to coordinate not only with the City, but also with the Snohomish County PUD (power and water), phone, cable, gas and sewer, and other utility providers.
- The streets on which the property fronts must be improved to City standards, which vary depending on the street type.
- Significant trees on your property need to be protected to the extent feasible.
- Wetlands, streams and steep slopes must not be impacted. Buffers are required to protect these critical areas. The width of the buffer depends on the classification of critical area and the intensity of the adjacent use. In many cases, critical areas and their buffers are dedicated to the City in separate tracts.
- A drainage study will be required, and compliance with the Department of Ecology Stormwater Manual will be enforced.

What Do I Need to Submit for an Application?

Short Plat Application Approval:

For your application to be complete, you need to submit all the items required in the Short Plat Submittal Checklist, although some items may be waived by the Planning Department. Included in this list is a Land Use Development Application for Type II, the required fees, proof of ownership, dimensioned site plans showing all the existing and proposed improvements, and other documentation as necessary.

Your submittal will require 3 copies of the title report and any other studies submitted, along with 10 full sized prints of the proposed short plat map and one reduced size map (8.5"x11" **or** 8.5"x14").

Construction Plan Approval:

A Land Use Development Application is required in Type II, five sets of engineered construction plans for streets, stormwater control, drainage calculations, and any information required by code or conditions of approval.

Final Short Plat Approval:

A Land Use Development Application, 5 copies of the final plat, legal documents, performance and maintenance securities, and any other documentation necessary to demonstrate all the requirements of the plat approval have been met. Please reference the Final Plat Submittal Checklist for detailed submittal requirements.

Where Can I Find Additional Information?

The Planning Department website has links to the City's land use regulations (Title 14), application forms and informational brochures. Go to www.ci.lake-stevens.wa.us and follow the links to the Planning Department.