

SHPL REC	SUBMITTAL REQUIREMENTS SHORT PLAT RECORDING
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Planning Division

1055 South Grady Way, Renton, WA 98057
Phone: 425-430-7294 | www.rentonwa.gov

PURPOSE: To ensure the proposed land division is in accordance with City of Renton’s adopted standards and consistent with the approved Short Plat. In addition, final review is used to verify compliance with any required conditions.

APPLICATION SCREENING: Applicants are required to bring in a CD or USB portable (flash/hard) drive (or other device or pathway as approved by your assigned project manager) with one PDF file of the application package for informal review by staff, prior to scheduling an intake meeting. Please allow approximately 45 minutes for application screening.

COMPLETE APPLICATION REQUIRED: In order to accept your application, each of the numbered items must be submitted at the **same time**. If you have received a prior written waiver of a submittal item(s) during a pre-application meeting, please provide the waiver form in lieu of any submittal item not provided.

APPLICATION SUBMITTAL HOURS: Applications should be submitted to Development Services staff at the 6th floor counter of Renton City Hall, 1055 South Grady Way, between 8:00 a.m. and 4:00 p.m. Monday through Friday. Please call your assigned project manager to schedule an appointment or call 425-430-7294 to reach the Planning Division. Due to the screening time required, applications delivered by messenger cannot be accepted.

All Plans and Attachments are subject to Electronic File Standards

APPLICATION MATERIALS:

- 1. **Application Form for Land Use Permit:** Application must have notarized signatures of **ALL** current property owners listed on the Title Report. If the property owner is a corporation, the authorized representative must attach proof of signing authority on behalf of the corporation. The legal description of the property must be attached to the application form.

- 2. **Arborist Report:** Please provide an arborist report by a certified Arborist or a licensed Landscape Architect that correlates with the Tree Retention/ Land Clearing Plan and addresses the following:

- Identification scheme used for each tree (e.g. tree number);
- Species and size of each tree (caliper measured at 54 inches above grade);
- Reason(s) for any tree removal (e.g. poor health, high risk of failure due to structure, defects, unavoidable isolation (high blow down potential), unsuitability of species, etc.) and for which no reasonable alternative action is possible (pruning, cabling, etc.);
- For trees proposed to be retained, a complete description of each tree's health, condition, and viability;
- For trees proposed to be retained, a description of the method(s) used to determine the limits of disturbance (e.g., critical root zone, root plate diameter, or a case-by-case basis description for individual trees);
- A description of the impact of necessary tree removal to the remaining trees, including those in a grove or on abutting properties;
- The suggested location and species of supplemental trees to be used when required. The report shall include planting and maintenance specifications; and
- An analysis of retained trees according to Priority of Tree Retention Requirements specified in RMC [4-4-130H.1.b](#).

3. **Calculations:** Please provide complete field calculations and computations noted for the plat and details (if any) of all distances, angles, and calculations together with information on the error of closure. The error of closure on any traverse shall not exceed 1' in 10,000'.
4. **Certificate of Incorporation of HOA:** Please provide a State Washington, Secretary of State Certificate of Incorporation for the plat's Homeowner's Association.
5. **Composite Utility Plan**
6. **Confirmation of Compliance with all Conditions of Plat Approval:** Please provide a statement detailing how all conditions of plat approval have been addressed.
7. **Copy of Environmental Report and Hearing Examiner Report**
8. **Deed of Right-of-Way Dedication:** If any public right-of-way is required for your project, please provide a *draft* deed of right-of-way dedication.
9. **Density Worksheet**
10. **Draft Legal Documents:** Please provide any proposed street dedications, restrictive covenants, draft Homeowners Association, or any other legal documents pertaining to the development and use of the property.
11. **Existing Easements:** (Recorded Copy)
12. **Irrigation Sprinkler Plan:** Please provide an Irrigation Plan meeting the requirements of

RMC 4-8-120D.

13. **Landscape Plan, Detailed:** Please provide a Landscaping Plan (Detailed) meeting the requirements of RMC 4-8-120D.
14. **Language Required for Short Plats:**
- I. **Private Utility and Access Easements:** Short Plats with parcels requiring access via a private easement shall show the locations and widths of these proposed utility and access easements. The following two notes shall be included upon the face of the Short Plat:
- **Declaration of Covenant:** *The owner of land embraced within this Short Plat, in return for the benefits to accrue from this subdivision, by signing hereon covenants and agrees to convey the beneficial interest in the new easements shown on this Short Plat to any and all future purchasers of the lots, or of any subdivision thereof. The covenant shall run with the land as shown on this Short Plat.*
 - **Private Access and Utilities Maintenance Agreement:** *New private exclusive easement for ingress and egress is to be created upon the sale of lots shown on this Short Plat. The owners of lots _____ shall have an equal and undivided interest in the ownership and responsibility for maintenance of the private access easement appurtenances. These appurtenances and maintenance responsibilities include the repair and maintenance of the private access road, drainage pipes, and storm water quality and/or detention facilities within this easement, private signage, and other infrastructure not owned by the City of Renton or other utility providers. Maintenance costs shall be shared equally. Parking on the paving in the access easement is prohibited, unless pavement width is greater than 20 feet. (NOTE: If only one lot is subject to the agreement, contact the Public Works Department at 425-430-7235 for special language.)*
- II. **Aquifer Protection Notice (if applicable):** For Short Plats within either of the Aquifer Protection Zones, the following notice must be included upon the face of the Short Plat:
- *The lots created herein fall within Zone (1 or 2) of Renton's Aquifer Protection Area and are subject to the requirements of the City of Renton Ordinance #4367. This City's sole source of drinking water is supplied from a shallow aquifer under the City surface. There is no natural barrier between the water table and ground surface. Extreme care should be exercised when handling of any liquid substance, other than water, to protect from contact with the ground surface. It is the homeowners' responsibility to protect the City's drinking water.*
15. **Letter of Acceptance from other Utility Districts**

16. **Monument Cards:** When a monument(s) is installed as part of the project, please provide a form obtained from the City Technical Services Division and filled out by a surveyor providing information regarding a single monument, including the Section, Township and Range, method of location, type of mark found or set, manner of re-establishment of the single monument (if applicable), description, and a drawing showing the location of a single monument and indicating a reference point to that monument.
17. **Plat Certificate or Title Report:** Please provide a current Plat Certificate or Title Report obtained from a title company documenting ownership and listing all encumbrances of the involved parcel(s). The Title Report should include all parcels being developed, but no parcels that are not part of the development. If the Plat Certificate or Title Report references any **recorded documents** (i.e. easements, dedications, covenants), the referenced recorded document(s) must also be provided. All easements referenced in the Plat Certificate must be located, identified by type and recording number, and dimensioned on the Site Plan.
18. **Post Office Approval:** Please provide Post Office confirmation that they approved your mailbox location(s). Contact Bill Sansaver of the Post Office at (425) 255-6389 or 1-800-275-8777.
19. **Proof of Improvement Deferral or Installation:** Please provide the Improvement Deferral Form located in the Customer Service Center on the 6th Floor of Renton City Hall. Any deferrals of improvements must be approved by the Department of Community and Economic Development Planning Division Director prior to the recording of the Short Plat.
20. **Public Works Approval**
21. **Plat Plan for Short Plat Recording:** Please provide a fully-dimensioned plan prepared by a State of Washington registered professional land surveyor, drawn at a scale of 1" = 40' on an 18" x 24" plan sheet (or other size or scale approved by the Planning Division) and including the following information:
- Name of the proposed plat;
 - Vicinity Map (cover) Note all "Private" and "Public" Easements. In the upper right hand corner include the City land use file number (e.g. LUA02-037) and below in smaller font, the city LND number provided by the Property Services section (e.g. LND_____);
 - Name and address of the licensed land surveyor/engineer;
 - Legal description of the property to be subdivided;
 - Date, graphic scale, and north arrow oriented to the top of the paper/plan sheet;
 - Location and dimensions of all property lines including the square footages of each lot;
 - Location of the subject site with respect to the nearest street intersections (including driveways and/or intersections opposite the subject property), alleys and other rights of way;
 - Names, locations, types, widths and other dimensions of existing and proposed

streets alleys, easements, parks, open spaces and reservations (City code requires that private access easements be created via easement across a separate tract access);

- Data sufficient to readily determine and reproduce on the ground the location, bearing, and length of every street, easement line, lot line, and boundary line on site. Dimensions shall be to the nearest one-hundredth (1/100) of a foot, angle, bearing, degree, minute and second. All measurements and bearings shall be mathematically correct;
- Coordinates shall be included per City of Renton surveying standards for permanent control monuments;
- Location and dimensions of all easements referenced in the plat certificate with the recording number and type of easement (e.g. access, sewer, etc.) indicated;
- Location and dimensions of any existing structures to remain within or abutting the plat;
- Location of critical areas and any required buffer on or adjacent to the site identified by type (e.g. floodplain, Category 1 Wetland, Class 3 Stream);
- Provide Table for FCBMPs; and
- Total Right-of-way Dedication.

Signature Lines:

- Certification by a licensed land surveyor that a survey has been made and that monuments and stakes will be set;
- *Only if the plat will not be served by sewer:* Certification by the King County;
- Department of Health that the proposed septic system(s) is acceptable to serve the plat;
- Certification of City approval to be signed by the Public Works Administrator;
- Certification of approval to be signed by King County Assessor and the Deputy King County Assessor; and
- Signatures of all property owners showing on the title report (signatures must be notarized with an ink stamp—not embossed).

22. **Stream and Lake Mitigation Plan:** (Only for projects with streams/lakes). Please provide a plan meeting the requirements of RMC 4-8-120D.

23. **Tree Retention/Land Clearing (Tree Inventory) Plan:** Please provide a fully dimensioned plan drawn by a certified arborist or a licensed landscape architect if **ANY** trees or vegetation are to be removed or altered. The plan shall be based on finished grade, drawn at the same scale as the project site plan with the northern property line at the top of the paper, and clearly show the following:

- All property boundaries and adjacent streets, location and dimensions of rights-of-way, utility lines, fire hydrants, street lighting, and easements;
- Location of all areas proposed to be cleared;
- Location, species, and sizes of trees on or immediately abutting the site. This requirement applies only to trees with a caliper of at least six inches (6"), or an alder or cottonwood tree with a caliper of at least eight inches (8"), when measured at

fifty-four inches (54") above grade;

- Clearly identify trees to be retained and to be removed;
- Future building sites and drip lines of any trees which will overhang/ overlap a construction line. Where the drip line of a tree overlaps an area where construction activities will occur, this shall be indicated on the plan; and
- Show critical areas and buffers.

24. **Waiver Form**

25. **Wetland Mitigation Plan:** (Only for projects with wetlands). Please provide a **Final Mitigation Plan** meeting the requirements of RMC 4-8-120D.

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REVIEW PROCESS: Once the Final Short Plat application is submitted to the Planning Division, the materials will be routed to those City departments having an interest in the application. Reviewers have approximately two weeks to return their comments to the Planning Division. All comments and any requests for revisions will be sent to the applicant. Once all comments have been addressed, the applicant re-submits the revised plans and/or documents for review. The time frame for Final Plat processing is largely dependent upon application completeness and prompt turnaround time of revisions.

As part of the review process, the Planning Division will ensure improvements have been installed and approved and that all conditions of the short plat approval have been met. Once the applicant has demonstrated these items have been addressed through either a confirmation of improvement installation approval or letter of deferral, the City will send a written request for the final mylar, courier fees and any associated legal documents. Once all of the City's required approval signatures have been obtained, the City will transmit the mylar via courier to King County for recording.

The entire recording process takes approximately eight weeks to complete. However, the time frame for getting a short plat recorded is largely dependent upon:

The Environmental Review Committee will either issue a:

- **Application completeness**
- **Prompt turnaround time for revisions**
- **Whether all improvements have been installed and approved**
- **All conditions of the short plat approval have been met**

Note: Lots cannot legally be sold until the Short Plat has received its recording number.

DEFERRAL OF IMPROVEMENTS: The Final Short Plat may not be recorded until all improvements have been completed and approved by the Planning Division or a letter of deferral has been obtained. The

applicant may request a letter of deferral from the Board of Public Works and post security for any improvements that have not been completed.

If a developer wishes to defer certain on-site improvements for more than 90 days after obtaining Final Short Plat approval, then a written application shall be made to the Board of Public Works. Should the Board of Public Works so rule, then full and complete engineering drawings shall be submitted as a condition to the granting of any deferral. Upon approval for such deferment, the applicant shall thereupon furnish security to the City in the amount equal to 150% of the estimated cost of the installation and required improvements.

TIME LIMITS: Such security shall list the exact work that shall be performed by the applicant and shall specify that all the deferred improvements shall be completed within the time specified by the Board of Public Works, and if no time is specified, then no later than one year.

DEDICATION OF RIGHT OF WAY: If right-of-way dedication is required for the Short Plat, separate application for City approval is required. The associated deed of right-of-way dedication must be approved prior to recording of the Short Plat. This process may take six weeks, so early application is encouraged.