



SUBDIVISION

Subdivision is the division of property into five or more lots or the re-division of any property, which has been divided under the Short Subdivision procedure into a total of five or more lots within five years.

PROCEDURE

Schedule a pre-application meeting before submitting any subdivision applications.

The subdivision process has two major steps: a preliminary plat and a final plat. The preliminary plat involves the environmental and public review of the proposal. After Staff review, a Public Hearing before the Covington Hearing Examiner will be scheduled. The Hearing Examiner will take final action and issue a decision.

Preliminary Plat

After a successful pre-application meeting, Applicants are permitted to submit a formal Site Development Application. Within 28 days of receiving your application, City staff will determine if it is complete. If the application is deemed complete, the City will notify the applicant in writing along with instructions for public noticing. If not, the applicant will be contacted by mail outlining what additional information is needed.

The project will not be scheduled for a public hearing before the Covington Hearing Examiner prior to resolution of any project issues.

Approval of the preliminary plat expires five years of the Hearing Examiner decision if an application for final plat is not made with the City.

Prior to proceeding with any subdivision improvements, the applicant shall obtain the necessary permits from the Permit Services Division. The applicant is also responsible for complying with all applicable permit requirements of other federal, state and local agencies.

A licensed engineer or engineering firm shall be responsible for the supervision and inspection of all subdivision improvements, unless found to be unacceptable to the Permit Services Division. All improvements shall be certified in writing by the engineer as completed in accordance with plans and specifications as approved by the City.

DEFERRED IMPROVEMENTS

If the applicant wishes to defer on-site improvements until after recording the final plat, written notice shall be made to the Permit Services Division. The Applicant shall furnish a financial guarantee in an amount approved by the Director of Public Works and Emergency Management for the deferred improvements. The financial guarantee may be in the form of an Assignment of Funds, irrevocable Letter of Credit, or Cash Deposit. This agreement shall also be recorded with the property title. Acceptance of a request for Deferred Improvements is subject to approval from the Director of Public Works and Emergency Management.

FINAL PLAT REVIEW

Once the applicant receives preliminary plat approval, constructs the necessary site improvements (roads, utilities) in accordance with City standards, specifications, any conditions of the preliminary plat approval, or provides a financial guarantee for all unfinished improvements and receives City approval of the improvements or financial guarantee within 5 years. The applicant can request Final Plat approval.

The Public Works and Emergency Management Director will certify that the improvements have been completed or security in lieu thereof has been filed with the City Clerk prior to review by the City Council. You will need to submit an Application and fee for Final Plat Approval to the Department.

The decision is final unless appealed to Superior Court.



CITY OF COVINGTON

Permit Services

16720 SE 271st Street, Suite 100
Covington, WA 98042
(253) 638-1110 Phone
(253) 638-1122 Fax

FOR STAFF USE ONLY

Permit Number: _____

Application Date: _____

SUBDIVISION - APPLICATION

I. PROJECT BACKGROUND

A. NAME OF PROJECT/DEVELOPMENT: _____

B. LOCATION OF PROJECT/DEVELOPMENT: (give street address or, if vacant, indicate lot(s), block and subdivision; or tax lot number, access street, and nearest intersection; if proposal applies to several properties, list the streets bounding the area.)

ADDRESS: _____

ASSESSORS PARCEL NO.: _____

LEGAL DESCRIPTION: _____

Quarter: _____ Section: _____ Township: _____ Range: _____ (This information may be found on your tax statement)

C. OWNER: (Legal owner indicated on property owner declaration form)

NAME: _____

ADDRESS: _____

PHONE: _____

SIGNATURE: _____ DATE: _____

D. CONTACT: (Primary contact regarding the application, and to whom all notices and reports shall be sent)

NAME: _____

ADDRESS: _____

PHONE: _____

SIGNATURE: _____ DATE: _____



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E. PROPERTY OWNER DECLARATION

The undersigned makes the following statements based upon personal knowledge:

1. I am the current owner of the property, which is the subject of this application including all rights-of-way; easements or other property ownership's which are necessary to fulfill the requirements of the application.
2. All statements contained in the application are true and correct to the best of my knowledge.
3. The application is being submitted with my knowledge and consent.

I declare under penalty of perjury under the laws of the State of Washington and the United States of America that the foregoing statement is true and correct.

EXECUTED at _____ (city), _____ (state), on _____, 200_____.

(Print Name)

(Print Name)

(Address)

(Phone Number)

(Signature)

(Signature)

Use additional sheets as needed for all property owner signatures.



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SUBDIVISION APPLICATION CHECKLIST

The materials listed below must be submitted with your application unless specifically waived in writing by City staff, indicated with staff initials. Please contact the Permit Services Division if you feel certain items are not applicable to your project and should be waived. Application review will not begin until it is determined to be complete. All applicants must have a pre-application meeting.

The initial application materials allow starting project review and vesting the applicant's rights. However, they in no way limit the City's ability to require additional information as needed to establish consistency with development standards.

Permit Services staff is available to answer questions about application materials at (253) 638-1110.

RETURN THIS CHECKLIST WITH YOUR APPLICATION

APPLICATION FORMS:

- Application Fee (per current Fee Resolution)
- Preliminary Plat Application and Checklist (1Copy)
- Water and Sewer Certificates. County Health Department approval if on septic
- Certificate of Transportation Concurrency
- A complete SEPA Checklist Application **unless the project is categorically exempt**
- New Development Fact Sheet
- A CD with the current plat on Auto Cad. (Can be deferred until pre-plat approval)
- Other applicable land use applications _____

PLANS:

- 12 sets at 24x36**
- 25 set at 11 x 17**
- one set at 8 ½ x 11**
- one set of 200 scale**

Plans will include the following:

- A vicinity map showing location of the site.
- Preliminary Surveyed Plat, draw to a 1" to 20' or 1" to 30" scale, with the following information. Use several sheets on one plat base map if necessary to clearly convey the information:
 - North Arrow, graphic scale, date and stamp of the licensed land surveyor.
 - Location of existing (dashed Lines) and proposed (solid lines) property lines and easements.
 - All lots numbered and fully dimensioned. Building setback lines shown in each lot (dotted lines).
 - Location and name of adjacent roads.
 - Location, dimensions and names of new road improvements, rights-of-ways and easements.
 - Location of existing and proposed sidewalks and planting strips.
 - Location of existing structures with setbacks.

- Existing and proposed utilities easements. Clearly identify what is proposed and what is existing. Provide documentation of existing easements.
 - Locations of nearest fire hydrants (with water district identification numbers shown).
 - Location of any existing or proposed public trails, parks or other permanent open space on or adjacent to the site.
 - Existing trees over 4" in diameter by species.
 - Boundary lines of adjacent lands, whether subdivided or not, indicated by dotted lines for a distance of no less than 300 feet from the external boundary of the subject property and include the property zoning.
 - Indications of how this proposed subdivision will connect or provide future connections to surrounding properties
 - Topographical plan showing existing and proposed contours at 2' intervals for sensitive areas and their buffers
- O Other information using the preliminary plat as a base map:
- Location and classification of any watercourses, wetlands or other sensitive areas.
 - Existing and proposed grades at 2' intervals. Slopes in excess of 20% to be clearly identified. All contours shall extend at least 50' beyond the subject property.

OTHER REQUIREMENTS:

- O Legal Descriptions with original surveyors stamp (can be included on plans).
- O Property Owner Declaration.
- O Title report dated within 30 days.
- O Preliminary Health Department Approval. (if on septic)
- O Copy of maintenance agreement for common areas and access, *if privately owned (can be Homeowners Association Covenants, Conditions and Restrictions.*
- O Proof that the original lot(s) are recognized as separate lots pursuant to the provisions of RCW Ch.58.17 (can be legal lot status and can be from Title Company).
- O All existing environmental documents known to the applicant that evaluate any aspect of the proposed project.
- O A tree clearing plan, if required (can be included on plans).
- O Fee in lieu of park facilities worksheet and justification for City to accept fee in lieu of park facility.
- O Traffic study, 3 copies.
- O Level 1 Drainage Analysis (*KC 1998 Surface Water Design Manual*), 3 copies.
- O Any required sensitive area studies, including Wetland Delineation by Wetland Biologist, 3 copies.
- O One set of Assessor's Map with:
 - Project site outlined in red.
 - All properties within 1000' feet outlined in yellow.
- O Four (4) sets of mailing labels in 3-column format and electronic database or spreadsheet format file of all property owners within 1000' of the subject property.
- O Subdivision Density and Dimension calculations.
- O Sign authorization to enter premises by all property owners.
- O Affidavit of Posting.

CITY OF COVINGTON
16720 SE 271ST STREET
COVINGTON, WA 98042

AUTHORIZATION TO ENTER PREMISES

Date:

Property Owner:

Project Address:

APN:

This authorization to enter premises is hereby granted to the City of Covington, its successors, and assigns for the purpose of conducting field investigations, inspections, studies, surveys, and other activities as deemed necessary by the City of Covington, its successors, and assigns in connection with review of an application for development on the project site noted above made before the City of Covington.

Property Owner Date

Property Owner Date

State of Washington, County of King

I certify that I know or have seen satisfactory evidence that _____(Property Owner(s)) signed this instrument and acknowledges it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

(Notary Seal or Stamp for
Institution Official's Signature)

Date:

Signature of Notary Public:

My appointment expires: