



City of Newcastle
13020 Newcastle Way
Newcastle, WA 98059
425-649-4444
www.ci.newcastle.wa.us

SHORT SUBDIVISION APPLICATION

SHORT SUBDIVISION APPLICATION

The information sought in this application is necessary in order to evaluate the merits of your proposed short subdivision (four or fewer proposed lots) and to assess the environmental impact. The environmental checklist will be the basis for determining if an environmental impact statement will be required prior to any approval of this request.

Your application will be evaluated based on: the information you provide, the Newcastle Comprehensive Plan, pertinent provisions of the Newcastle Municipal Code, site inspection, testimony and evidence presented at the public hearing, and comments submitted by interested public agencies.

Copies of the Newcastle Comprehensive Plan and Newcastle Municipal Code are available for inspection at the public counter at City Hall, at Newport Way public library and in the Governmental Research Library, 307 Municipal Building, Seattle, Washington. The Newcastle Municipal Code is also available on the Municipal Research & Service Center website at www.mrsc.org.

FILING OF APPLICATION

A pre-application meeting must be scheduled with the Community Development staff prior to filing your application. An application fee is required at the time of filing and is based on the latest adopted fee schedule. If payment is by check, the check shall be made payable to the City of Newcastle. In addition, a cash development deposit will be required after the initial project scoping.

You must submit all of the application documents listed on the following pages to complete your application. You will be formally notified once the City has determined your application to be complete.

PROJECT BILLING & DEVELOPMENT DEPOSIT

The Applicant will be billed on a monthly basis for all review costs incurred by the project. A developer deposit is a required element of a short subdivision development application. The amount placed on deposit will be held on reserve, and the Applicant will be billed monthly for all review costs incurred. In addition a deposit must be placed with the Coal Creek Utility District for preliminary review of sewer and water plan

60-DAY RESPONSE REQUIRED

Throughout review of a short subdivision application, the City of Newcastle requires submittal of requested materials or fees within 60 days of the date of request. If the additional information is not submitted within that time, the City may consider the application withdrawn.

PRELIMINARY APPROVAL/DISAPPROVAL

A short subdivision application is a Type II project application (NMC 19.07). The final decision is made by the Director of Community Development who may approve, approve with conditions, or deny the preliminary plat.

FINAL APPROVAL

The final plat must be recorded within 36 months of the date of the preliminary approval. A maximum time extension of 90 days may be granted by the City of Newcastle.



SHORT SUBDIVISION SUBMITTAL REQUIREMENTS

APPLICATION DOCUMENTS:

1. Application (attached): Submit **one** copy.
2. Application fee and deposit: Submit the application fee at the time of submittal. Deposit must be submitted before the City can determine the application complete. Contact a staff member for a determination of the deposit amount.
3. Applicant Status Form (attached): Submit **one** copy.
4. Agreement to Billing Procedures (2) (attached): Submit **one** original and **two** duplicate copies of each.
5. Affidavit of Sensitive Area Compliance (attached): Submit **one** copy.
6. Plat Density and Dimensions Calculations (attached): Submit **one** copy.
7. Water Availability Certificate (attached): Submit **one** copy. The attached certificate must be given to the Coal Creek Utility District for completion and then returned with this application.
8. Sewer Availability Certificate (attached): Submit **one** copy. The attached must be given to the Coal Creek Utility District for completion and then returned with this application.
9. Mailing Labels: Submit **two** sets of recent mailing labels for all property owners within 500 feet of any boundary of the subject property. Date and source of labels must be included.
10. Assessor's Maps: Submit **two** sets of the most current Assessor's maps of the property.
11. Legal Description: Submit **one** copy. The legal description of your property may be obtained from the office of the King County Assessor.
12. Proof of "Legal" Lot Status: Submit **two** copies. Documentation of the date and method of segregation of the subject property.
13. Current Title Report or Plat Certificate: Submit **two** copies. Include copies of any existing easements, deed restrictions or other encumbrances restricting the use of the subject property and a chain of title.
14. Applicant's Environmental Checklist: Submit **ten** copies. All items should be answered as concisely and candidly as possible. If information requested does not apply to the proposed project, enter "N/A" (not applicable). Additional sheets may be used if necessary. Failure to respond to requests for additional information may cause postponement of consideration of your request.
15. Environmental Impact Statement: Submit **ten** copies if an EIS has been prepared.
16. Preliminary Plat: Submit **ten full-size** copies and **one 8 1/2" x 11"** copy. See attached sheet for required elements.
17. Significant Tree Retention Plan: Submit **ten** copies. *A significant tree is defined as an existing healthy tree which, when measured four feet above grade, has a minimum diameter of eight inches for evergreen trees or twelve inches for deciduous trees.* As per NMC 18.16.140, the tree retention plan consists of:
 - a) A tree survey that identifies the location, size and species of all significant trees on a site, and
 - b) A development plan identifying the significant trees that are proposed to be retained, transplanted or restored.
18. Level-One Drainage Analysis: Submit **five** copies.
19. Permits: Submit **five** copies of other required or issued permits (HPA, NPDES, Forest Practices, etc.) associated with the project.
20. Additional Information: Provide **five** copies of any additional information (sketches, engineering reports, petitions, photographs, etc.) that you believe will justify, clarify, or explain your request or will assist in assessing the potential impact of granting your request. The City of Newcastle may at any time request additional information or studies for these purposes.



SHORT SUBDIVISION SUBMITTAL REQUIREMENTS

THE FOLLOWING MUST BE SHOWN ON THE PLAT:

1. Name of proposed subdivision with a limit of 32 letters and spaces.
2. Name, address, telephone number, signature, and seal of registered land surveyor or registered engineer.
3. Name, address, and phone number of applicant.
4. Name, address, and phone number of property owner.
5. Section, Township, and Range of subdivision.
6. Acreage of subdivision.
7. Number of lots, units, and proposed density.
8. Existing zone classification.
9. Proposed use (townhouse, single-family detached, etc.).
10. Sewer District name.
11. Water District name.
12. School district.
13. Fire district.
14. Telephone services.
15. Power source.
16. Legal description.
17. Field topography and verification.
18. Vicinity map showing sufficient area and detail to clearly locate the subdivision in relation to surrounding roads, parks, rivers, and municipal boundaries together with its scale. (Include Section, Township, and Range lines.)



SHORT SUBDIVISION SUBMITTAL REQUIREMENTS

GRAPHIC REPRESENTATION SHALL SHOW THE FOLLOWING:

1. North arrow and scale. Recommended scale – 1” = 100’.
2. Heavy line for the boundaries of the proposed subdivision.
3. Heavier line weight for streets to be distinguished from lot and contour lines.
4. Lots consecutively numbered from “one” to the total number of lots.
5. Lot and street dimensions to the nearest foot.
6. Street labels, for both existing and proposed streets.
7. Sight distance for entry to all City and County roads.
8. Location, widths and names of all existing or prior platted streets or other public ways, railroad and utility rights-of-way, parks, and other public open spaces.
9. Boundary lines and property ownership of adjacent tracts within 500 feet of the proposed subdivision.
10. Adjacent existing zoning.
11. Existing structures within 200 feet of the boundaries of the proposed subdivision (including structures within the proposed subdivision boundaries).
12. Locations of poles and/or towers if electrical transmission lines cross the subject property
13. Existing sewers, water mains, culverts, or other underground facilities within proposed subdivision. Indicate pipe sizes, grades and exact location, as obtained from public records.
14. Any existing easements on the subject property.
15. Verified field survey, with contour intervals of either 2-feet or 5-feet within the boundaries of the proposal (See King County Surface Water Design Manual for specific requirements).
16. All significant trees including their size and location.
17. Locations of all sensitive areas and hydrologic features on site and within 500 feet of the boundaries. Indicate if streams are intermittent and the limits of any swamps or wetlands. Estimate the limits of the 25-year flood plain for streams and 100-year floodplain for rivers. Provide names of all water features and all drainage basins served by or containing these features.
18. Proposed use of any parcels of land set aside for nonresidential use or reserved for future development.
19. Proposed substantial grading outside the future right-of-way.



SHORT SUBDIVISION APPLICATION

NAME OF SUBDIVISION _____ MAXIMUM NUMBER OF LETTERS AND SPACES—32

APPLICANT (DEVELOPER) _____ NAME & TELEPHONE NUMBER _____

STREET ADDRESS, CITY, STATE, ZIP CODE _____

PARTY RESPONSIBLE FOR PAYMENT OF FEES _____ NAME & TELEPHONE NUMBER _____

STREET ADDRESS, CITY, STATE, ZIP CODE _____

ENGINEER _____ NAME & TELEPHONE NUMBER _____

STREET ADDRESS, CITY, STATE, ZIP CODE _____

REGISTERED LAND SURVEYOR _____ NAME & TELEPHONE NUMBER _____

STREET ADDRESS, CITY, STATE, ZIP CODE _____

PROPERTY OWNER/S (ATTACH ADDITIONAL SHEETS IF NECESSARY) _____ NAME & TELEPHONE NUMBER _____

STREET ADDRESS, CITY, STATE, ZIP CODE _____

ACREAGE: _____ PROPOSED NO. OF LOTS: _____

PROPERTY OWNER'S AUTHORIZATION:

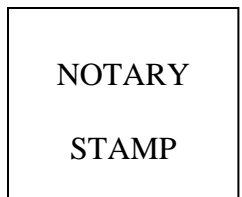
I HEREBY AUTHORIZE THE SUBMITTAL OF A PROPOSED SUBDIVISION OF MY PROPERTY AS SHOWN ON THE FACE OF THE PROPOSED PLAT TO THE CITY OF NEWCASTLE FOR PRELIMINARY REVIEW, AND NAME _____ AS THE RESPONSIBLE PERSON FOR ALL DECISIONS AND FOR THE RECEIPT OF ALL UNEXPENDED FEES PERTAINING TO THE REVIEW AND APPROVAL OF THE PROPOSED SUBDIVISION.

SIGNED: _____
FEE/CONTRACT OWNER

DATE: _____

SIGNED: _____
NOTARY

DATE: _____

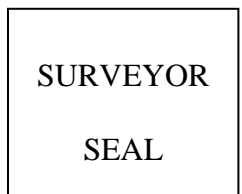


LAND SURVEYOR'S CERTIFICATION:

I HEREBY CERTIFY THAT THE ACCOMPANYING PLAT HAS BEEN INSPECTED BY ME AND CONFORMS TO ALL RULES AND REGULATIONS OF THE PLATTING RESOLUTION AND STANDARDS FOR KING COUNTY, WASHINGTON.

SIGNED: _____
REGISTERED LAND SURVEYOR

DATE: _____





SHORT SUBDIVISION AGREEMENT TO BILLING PROCEDURES

AGREEMENT TO BILLING PROCEDURES

1. The Applicant has filed with the City an application for _____ under City File No. _____. The City requires that all applicants pay for all costs incurred by the City for third party consultants and City staff throughout the review of the application, and that all applicants maintain a trust account with the City of funds equal to not less than fifty percent of the anticipated costs. In accordance with this requirement, for the _____ application, the Applicant shall maintain a trust account with the City the sum of \$_____ until the time that the application is approved, construction is completed, and the reviewing departments have given their final sign-off. The trust account shall be held in a non-interest bearing account.
2. The City shall invoice the Applicant on a monthly basis for all costs incurred by the City for third party consultants and City staff, at the address listed below for the Applicant. The Applicant shall pay all invoices upon receipt.
3. If the Applicant fails to pay an invoice by the due date, the City shall have the right to withdraw the amount due from the funds that the Applicant has deposited with the City, without any further notice to the Applicant. The City shall have the right to suspend and/or terminate the City's processing of the application until the Applicant places sufficient funds in a trust account with the City to comply with Paragraph 1 above. In addition, any applicant who has a delinquent account with the City shall be prohibited from applying for any new applications until such time that all accounts are brought current.

By signing below, the Applicant represents that the Applicant has read the Billing Procedures set forth above, and agrees to the Procedures.

APPLICANT

By _____

Printed name _____

Its _____

Address:

Telephone number:



**SHORT SUBDIVISION
AGREEMENT TO CCUD BILLING PROCEDURES**

AGREEMENT TO CCUD BILLING PROCEDURE

1. The Coal Creek Utility District (“District”) provides municipal water and sewer service to a geographic area in King County including the City of Newcastle (“City”).
2. The undersigned Applicant has filed an application with the City (“Application”) for a Short Subdivision under file No. _____ (“the Project”). The Project will require water and /or sewer service from the District and may require the extension of the District’s water and/or sewer systems to make utility service available to the Project. In that event, the Applicant may be required to enter into a developer extension agreement with the District providing for the design and installation of utility extension improvements (“Utility Extensions”) for the Project.
3. As a condition of the Application, the City requires the Applicant to have the District undertake a preliminary review of the Project’s development application to determine the feasibility and the availability of District utility service to the project including the identification of possible impacts on the environment, conflicts with existing utilities and easements required for the Utility Extensions related to the Project.
4. District hereby agrees to undertake such preliminary review of the Project’s development application on the condition that Applicant agrees to pay for all costs incurred by the District for third party consultants and District staff for such review and that the Applicant maintain on deposit with the District funds in the amount of \$_____ for the anticipated costs of such review.
5. Applicant agrees to maintain on deposit with the District the deposit until the preliminary review of the Project’s development application is completed by the District.
6. The District shall invoice the Applicant on a monthly basis for all costs incurred by the District for third party consultants and District staff for all time and materials incurred relating to the preliminary review at the address listed below for the Applicant. The District shall have the right to withdraw the amount due from the deposit without any further notice to the Applicant. In the event the District’s cost for third party consultants and City staff exceed the amount of the deposit, the Applicant shall be required to reimburse the District for all such costs within thirty (30) days of the date of an invoice from the District to the Applicant for that amount. In the event the Applicant fails to pay the invoiced amount owing within thirty (30) days of the date of such invoice, the unpaid balance of such invoice will bear interest at the rate of one percent (1%) per month until the amount of such unpaid balance, plus interest thereon shall be paid in full. In addition, the District shall be entitled to stop work on the preliminary review until such time as all pending invoices are paid in full by the Applicant.
7. In the event that either the District or the Applicant commences litigation relating to the performance, enforcement or breach of this agreement, the prevailing party in such action shall be entitled to all costs, including attorneys fees and costs and any such fees or costs incurred on appeal.
8. This agreement shall be governed by and construed in accordance with the laws of the State of Washington. Any suit to enforce or relating to this agreement shall be brought in King County District Court, Renton Division.
9. This agreement shall be effective upon the date that the agreement has been signed by authorized representatives of both parties hereto.

COAL CREEK UTILITY DISTRICT (“DISTRICT”)

By: _____

Its: _____

Dated: _____

APPLICANT:

By: _____

Name: _____

Its: _____

Address: _____

Phone No.: _____

Dated: _____



**SHORT SUBDIVISION
APPLICANT STATUS FORM**

Application Type: _____

Permit No: _____

Name of Development: _____

PRIMARY CONTACT PERSON (APPLICANT)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

ATTACH DESCRIPTION OF PROPOSED ACTION

PROPERTY DESCRIPTION
Action Legal Description

Tax Parcel No. _____ ¼ Sec. _____ Sec. _____ Twn. _____ Rng. _____

Location of subject property: _____

Property Size (ac. or sq.ft.) _____ Comp Plan designation _____ Zoning _____

Current use _____

**AUTHORIZATION TO FILE:
SIGNATURE OF ALL PERSONS WITH AN INTEREST IN PROPERTY**

Name _____ Name _____

Signature _____ Signature _____

If tax number, lot and subdivision are different than described above under "Property Description," please list on additional pages.

Owner Contract Purchaser¹

Owner Contract Purchaser¹

CERTIFICATION

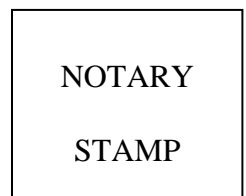
I certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge and that I am to file this application and act on behalf of the signatures of the above authorization.

SIGNED: _____
APPLICANT

DATE: _____

SIGNED: _____
NOTARY

DATE: _____



¹ Owner's signature also required.



SHORT SUBDIVISION PLAT DENSITY AND DIMENSION CALCULATIONS

NAME OF PLAT: _____

PROJECT #: _____

COMP PLAN DESIGNATION: _____

ZONING: _____

I. SITE AREA (NMC 18.12.080)

1. Base density in dwelling units/acre: _____

2. Square footage of property: _____

3. Square feet in sensitive areas and buffers: _____
(Please specify type and size of each sensitive and buffer on site.)

4. Density credit (percentage credit *and* resultant square feet) for area of property in sensitive areas and buffers (See NMC 18.12.080): _____

Site Area Calculation:

	_____	square footage of property (Line 2 above)
-	_____	square feet in sensitive areas and buffers (Line 3 above)
+	_____	square feet of density credits sensitive area (Line 4 above)
=	_____	site area in square feet
=	_____	site area in acres

II. ALLOWABLE DWELLING UNITS

The maximum allowable number of dwelling units is calculated by multiplying the site area (in acres) by the base density in dwelling units / acre.

_____ site area x _____ base density (Line 1 above) = _____ units

III. RIGHT OF WAY (ROW) IMPERVIOUS SURFACE COVERAGE

The ROW impervious surface coverage is calculated by determining the amount of actual paved surface area from streets and sidewalks.

	_____	square feet in project's ROW
-	_____	square feet of unpaved shoulders, sidewalks, etc.
=	_____	impervious surface area in square feet
/	_____	impervious surface area in square feet
/	_____	square footage of property
=	_____	x 100
=	_____	percent of impervious surface coverage from ROW



SHORT SUBDIVISION WATER AVAILABILITY CERTIFICATE

This certificate provides the Department of Community Development with information necessary to evaluate development proposals.

Do not write in this box

Number

Name

- Building Permit
- Short Subdivision

- Preliminary Plat or PUD
- Rezone or other _____

APPLICANT'S NAME: _____

PROPOSED USE: _____

LOCATION: _____

(Attach map & legal description if necessary)

WATER PURVEYOR INFORMATION:

1. a. Water service will be provided by service connection only to an existing _____ size water main _____ feet from the site.

OR

- b. Water service will require an improvement to the water system of
 - (1) _____ feet of water main to reach the water system of:
 - (2) the construction of a distribution system on the site; and/or
 - (3) other—see attached description.

2. a. The water system improvement is in conformance with a District approved water comprehensive plan.

OR

b. The water system improvement will require a water comprehensive plan amendment.

3. a. The proposed project is within the corporate limits of the district, or has been granted Boundary Review Board approval for extension of service outside the district or city.

OR

b. Annexation or BRB approval will be necessary to provide service.

4. a. Water is/or will be available at the rate of flow and duration indicated below at no less than 20 psi measured at the nearest fire hydrant _____ feet from the building/property (or as marked on the attached map):

Rate of Flow

- less than 500 gpm (approx. _____ gpm)
- 500 to 999 gpm
- 1,000 gpm or more
- flow test of _____ gpm
- a. calculation of _____ gpm
(Commercial Building Permits require flow test or calculation)

Duration

- less than 1 hour
- 1 hour to 2 hours
- 2 hours or more
- other _____

OR

b. Water system is not capable of providing fire flow.

COMMENTS/CONDITIONS _____

I hereby certify that the above water agency information is true. This certification shall be valid for one year from date of signature.

Agency Name _____

Signatory Name (Print) _____

Title _____

Signature _____ Date _____

Please return to: Department of Community Development, 13020 SE 72nd Place, Newcastle, WA 98059-3030



SHORT SUBDIVISION SEWER AVAILABILITY CERTIFICATE

This certificate provides the Department of Community Development with information necessary to evaluate development proposals.

Do not write in this box

Number

Name

- Building Permit
- Short Subdivision

- Preliminary Plat or PUD
- Rezone or other _____

APPLICANT'S NAME: _____

PROPOSED USE: _____

LOCATION: _____

(Attach map & legal description if necessary)

SEWER AGENCY INFORMATION:

1. a. Sewer service will be provided by side sewer connection only to an existing _____ size sewer _____ feet from the site and the sewer system has the capacity to serve the proposed use.

OR

b. Sewer service will require an improvement to the sewer system of:

(1) _____ feet of sewer trunk or lateral to reach the site;

and/or

(2) the construction of a collection system on the site;

and/or

(3) other (describe) _____

2. a. The sewer system improvement is in conformance with a District approved sewer comprehensive plan.

OR

b. The sewer system improvement will require a sewer comprehensive plan amendment.

3. a. The proposed project is within the corporate limits of the district, or has been granted Boundary Review Board approval for extension of service outside the district or city.

OR

b. Annexation or BRB approval will be necessary to provide service.

12. Service is subject to the following:

a. Connection charge: _____

b. Easement (s): _____

c. Other: _____

I hereby certify that the above sewer agency information is true. This certification shall be valid for one year from date of signature.

Agency Name

Signatory Name (Print)

Title

Signature

Date

Please return to: Department of Community Development, 13020 SE 72nd Place, Newcastle, WA 98059-3030