

CITY OF ALGONA

APPLICATION FOR Preliminary Unit Lot Subdivision

200 Washington Boulevard
Algona, WA 98001
(253) 833.2897



Application #		Date Received	
Amount Paid		Received By	
Receipt #		Date Complete	

PROPERTY OWNER INFORMATION

Legal Owner's Name					
Owner's Address					
City		State		Zip	
Phone #		Email			
I certify under the penalty of the laws of the State of Washington that I am the property owner of the property that is the subject matter of this application and I am authorizing to and hereby do consent to the filing of this application and acknowledge that the final approval by the City of Algona, if any, may result in restrictions, limitations, and construction obligations being imposed on this real property.					
Printed Name of Property Owner(s)					
Signature of Property Owner(s)					

APPLICANT INFORMATION (If different from property owner)

Applicant's Name					
Applicant's Address					
City		State		Zip	
Phone #		Email			
Applicant's Signature					

PRIMARY CONTACT INFORMATION (If different from property owner)

Contact's Name					
Contact's Address					
City		State		Zip	
Phone #		Email			

PROPERTY INFORMATION

Address			
Parcel Number(s)/			
Acreage/Square Feet		Current Zoning	
Current Use			
Proposed Use			
Outstanding Permit(s) Numbers			

PROPOSAL INFORMATION

<p><u>Use</u> Please provide a thorough description of your proposed project. Please include square footage of uses, ground coverage, parking, number of residential units, office/retail units, etc. (attached additional sheets if necessary)</p>	
<p><u>Sensitive Areas</u> Are there any wetlands, steep slopes, or other sensitive areas onsite? If so, please list any related critical area studies that have been completed for the subject property and include a copy of each with this application.</p>	

CITY OF ALGONA

SUBMITTAL REQUIREMENTS AND REVIEW PROCESS FOR Preliminary Unit Lot Subdivision



A. APPLICABILITY

Unit Lot Subdivision

A Unit Lot Subdivision is the City's process that applies exclusively to the subdivision of land for duplexes, townhouses, and courtyard apartment housing developments. The requirements and procedures for all Unit Lot Subdivisions is governed by Chapter 19.22 AMC.

B. MINIMUM SUBMITTAL REQUIREMENTS

The following items are the minimum initial submittal requirements for processing a unit Lot Subdivision creating 9 or fewer lots, tracts, or parcels

- ☐ Completed and signed application form and associated fee
- ☐ A copy of a Project Description and Land Use Narrative
- ☐ A title report dated within 30 days of submittal date
- ☐ A public notification package including:
 - A set of self-addressed & stamped envelopes (self-sticking envelopes only) to be provided by the applicant (it is recommended that "Forever" stamps be used in case of future USPS increases). There shall be an envelope addressed to each property owner within 300 feet of the boundary of the subject property. Each envelope shall also include (in the upper left corner) the City of Algona (200 Washington Boulevard, Algona, WA 98001) as the return address.
 - A separate list of all addresses within 300 feet of the boundary of the subject property and their parcel numbers
 - A copy of the King County Assessor's map identifying the properties within the 300-foot radius of the subject property
- ☐ A copy of the survey
- ☐ A copy of the preliminary plans, including:
 1. Stamp and signature of a Washington State-licensed surveyor;
 2. North arrow, scale and date;
 3. Name and address of the owner(s) of the property;
 4. Parcel numbers for all affected parcels;
 5. An original legal description of all existing parcels contained in the short plat;
 6. Proposed new legal descriptions for the modified lots/parcels;
 7. All dimensions and bearings of the exterior boundaries of the short plat and proposed lots with ties to at least two known monuments. If necessary, an alternate system may be

- used with prior approval of the city of Algona engineering department;
8. Names of adjacent subdivisions adjoining property owners;
 9. All section lines within and adjacent to the short plat;
 10. The existing and, if applicable, proposed future method of sewage disposal for each affected lot. Where any lot affected by a proposed short plat is served or is likely to be served in the future by an on-site sewage disposal system, a percolation test for each such lot may be required by the city engineer when the city engineer finds that the proposed short plat could adversely affect the ability of such lot to be adequately served by such on-site system;
 11. Declaration blocks shall be provided for the lot owner(s), surveyor, approving governmental agencies and recording certification in a manner as prescribed by the city planner;
 12. Existing lots, including their layout, exterior dimensions, size and lot numbers. The line(s) to be adjusted should be dashed and marked as such ("existing line");
 13. Revised lots, including their layout, exterior dimensions, size, and lot numbers. The adjusted line(s) should be solid and noted as such ("revised line");
 14. The total area of the short plat and rebar and caps set at new lot/boundary corners;
 15. Location of all existing structures and their distances to the adjusted line(s). If these structures are to be removed or moved, please note them as such;
 16. Main building setbacks required on each revised lot;
 17. Location of all existing fences, walls and other improvements in close proximity to the adjusted line(s), including encroachments, and their distances from the adjusted line(s);
 18. All existing and proposed easements within and adjacent to the short plat. Easements should be labeled (i.e., "Proposed private access and public utility easement to benefit Lot 1") and existing easements should also include their recording numbers;
 19. Location of private utility lines (sewer, water, power, gas, etc.) serving existing structures on the property if those existing structures are to remain;
 20. Existing contour lines of the site, as well as proposed new contours, if the proposal involved re-grading, are required. Contours shall be at a minimum of five-foot intervals;
 21. Location of any wetland or surface water body (stream, pond, lake) on or within three hundred feet of property;
 22. Location of any other critical area(s) on the site (geologically hazardous areas, fish and/or wildlife habitat, flood zones or aquifer recharge areas);
 23. The location and dimensions of any existing roads, drainfields, easements, or rights-of-way existing within any affected lot and other important features adjacent to the proposed short plat;
 24. The area and dimensions of each lot following the proposed short plat. The square footage computation of each proposed lot or parcel shall be sufficiently accurate to show that each such lot or parcel contains at least sufficient footage to meet minimum zoning requirements;
 25. When a short plat is designed with lot sizes large enough to be capable of further

subdivision, the applicant will be required to submit a future development plan depicting that adequate provisions have been made in the proposed short plat for the future needs for access, utilities, drainage, sewerage, transportation, and compliance with environmental regulations, the comprehensive plan of the city and other criteria as set forth in other ordinances of the city;

26. Roads not dedicated to the public must be clearly marked as such on the face of the plat. Any dedication, donation or grant, as shown on the face of the plat, shall be considered to all intents and purposes as a quit claim deed to the grantee or grantees for his, her or their use for the purpose intended by the donors or grantors as aforesaid; and
27. A space for approval by the administrator.

The following items are the minimum initial submittal requirements for processing a unit lot subdivision creating 10 or more lots, tracts, or parcels

- ☐ Completed and signed application form and associated fee
- ☐ A copy of a Project Description and Land Use Narrative
- ☐ A title report dated within 30 days of submittal date.
- ☐ A public notification package including:
 - 2 sets of self-addressed & stamped envelopes (self-sticking envelopes only) to be provided by the applicant (it is recommended that “Forever” stamps be used in case of future USPS increases). There shall be an envelope addressed to each property owner within 500 feet of the boundary of the subject property. Each envelope shall also include (in the upper left corner) the City of Algona (200 Washington Boulevard, Algona, WA 98001) as the return address.
 - A separate list of all addresses within 500 feet of the boundary of the subject property and their parcel numbers
 - A copy of the King County Assessor’s map identifying the properties within the 500-foot radius of the subject property
- ☐ A SEPA environmental checklist
- ☐ A copy of the survey
- ☐ A copy of the preliminary plans, including:
 1. Stamp and signature of a Washington State-licensed surveyor;
 2. North arrow, scale and date;
 3. Name and address of the owner(s) of the property;
 4. Parcel numbers for all affected parcels;
 5. An original legal description of all existing parcels contained in the boundary line adjustment;
 6. Proposed new legal descriptions for the modified lots/parcels;
 7. All dimensions and bearings of the exterior boundary lines and proposed lots with ties to at least two known monuments. If necessary, an alternate system may be used with prior approval of the city of Algona engineering department

8. Names of adjacent subdivisions and adjoining property owners
9. All section lines within and adjacent to the proposed subdivision;
10. The existing and, if applicable, proposed future method of sewage disposal for each affected lot. Where any lot affected by a subdivision is served or is likely to be served in the future by an on-site sewage disposal system, a percolation test for each such lot may be required by the city engineer when the city engineer finds that the pro-posed adjustment could adversely affect the ability of such lot to be adequately served by such on-site system;
11. Declaration blocks shall be provided for the lot owner(s), surveyor, approving governmental agencies, and recording certification in a manner as prescribed by the city planner;
12. Existing lots, including their layout, exterior dimensions, size and lot numbers. The line(s) to be adjusted should be dashed and marked as such ("existing line")
13. Revised lots, including their layout, exterior dimensions, size, and lot numbers. The adjusted line(s) should be solid and noted as such ("revised line");
14. The total area of the subdivision and rebar and caps set at new lot/boundary corners
15. Location of all existing structures and their distances to the adjusted line(s). If these structures are to be removed or moved, please note them as such;
16. Main building setbacks required on each revised lot;
17. Location of all existing fences, walls, and other improvements in close proximity to the adjusted line(s), including encroachments, and their distances from the adjusted line(s);
18. All existing and proposed easements within and adjacent to a subdivision. Easements should be labeled (i.e., "Proposed private access and public utility easement to benefit Lot 1") and existing easements should also include their recording numbers;
19. Location of private utility lines (sewer, water, power, gas, etc.) serving existing structures on the property if those existing structures are to remain;
20. Existing contour lines of the site, as well as proposed new contours, if the proposal involves re-grading, are required. Contours shall be at a minimum of five-foot intervals;
21. Location of any wetland or surface water body (stream, pond, lake) on or within three hundred feet of property;
22. Location of any other critical area(s) on the site (geologically hazardous areas, fish and/or wildlife habitat, flood zones or aquifer recharge areas;
23. The location and dimensions of any existing roads, drain fields, easements or rights-of-way existing within any affected lot and other important features adjacent to the proposed subdivision;
24. The area and dimensions of each lot following the proposed subdivision. The square footage computation of each proposed lot or parcel shall be sufficiently

- accurate to show that each such lot or parcel contains at least sufficient footage to meet minimum zoning requirements;
25. When a subdivision is designed with lot sizes large enough to be capable of further subdivision, the applicant will be required to submit a future development plan depicting that adequate provisions have been made in the pro-posed short plat for the future needs for access, utilities, drainage, sewerage, transportation, and compliance with environmental regulations and the comprehensive plan of the city and other criteria as set forth in other ordinances of the city;
26. Roads not dedicated to the public must be clearly marked as such on the face of the plat. Any dedication, donation or grant, as shown on the face of the plat, shall be considered to all intents and purposes as a quit claim deed to the grantee or grantees for his, her or their use for the purpose intended by the donors or grantors as aforesaid; and
27. A space for approval by the administrator.

C. PRELIMINARY UNIT LOT SUBDIVISION SUBMITTAL INSTRUCTIONS AND REVIEW PROCESS
The following is the submittal instructions and review process for a unit lot subdivision creating 9 or fewer lots, tracts, or parcels

1. A preliminary unit lot subdivision application is submitted by hand, mail, or email to City Hall. Email submittals are accepted at juliek@algonawa.gov. The public notification package must still be delivered to the City Hall even if the rest of the application is emailed.
2. City staff administratively review the application, and includes review from Algona Public Works Department, Algona Planning, Seattle-King County Health Department, and Valley Regional Fire Authority.
3. The City will notify the applicant if the application was approved or denied, and the approval is valid for 1-year from the date of formal notification to the applicant.
4. The applicant must submit a final unit lot subdivision on forms provided by the City for review after all improvements specified as part of the preliminary approval have been satisfactorily completed, unless the applicant has filed a performance bond or other suitable surety in an amount equal to one hundred fifty percent of the estimated cost of the improvements as determined by the Public Works Director.
5. The City will administratively review the application against the preliminary unit lot subdivision and will issue a final approval of the unit lot subdivision.
6. Once the final approval is issued, the applicant must record the final unit lot subdivision with the King County Auditor's Office.

The following is the submittal instructions and review process for a unit lot subdivision creating 10 or more lots, tracts, or parcels

1. A pre-application meeting is required prior to the submission of a unit lot subdivision resulting in 10 or more lots.
2. A preliminary unit lot subdivision application is submitted by hand, mail, or email to City Hall. Email submittals are accepted at juliek@algonawa.gov. The public notification package must still be delivered to the City Hall even if the rest of the application is emailed.
3. City staff administratively review the application, and includes review from Algona Public Works Department, Algona Planning, Seattle-King County Health Department, and Valley Regional Fire Authority.
4. Upon approval, the City will issue a staff decision on the application and schedule a public hearing with the Planning Commission.
5. The Planning Commission will evaluate the application in a public hearing and make a recommendation to the City Council for a final decision. A final decision of the preliminary unit lot subdivision and a final application must be submitted.
6. A public hearing is schedule for City Council determination of the preliminary application. Once the application is approved or denied, a notice is sent to the applicant with conditions of approval and next steps. The approval is valid for 5 years from the date of formal notification to the applicant.
7. The applicant must submit a final unit lot subdivision on forms provided by the City for review after all improvements specified as part of the preliminary approval have been satisfactorily completed, unless the applicant has filed a performance bond or other suitable surety in an amount equal to one hundred fifty percent of the estimated cost of the improvements as determined by the Public Works Director.
8. The City will administratively review the application against the preliminary unit lot subdivision and will forward the final unit lot subdivision to City Council for final approval.
9. Once the City Council issues the final approval, the applicant must record the final unit lot subdivision with the King County Auditor's Office.