



## Subdivisions

### Frequently Asked Questions and Tips

The City of Algona has created customer tip sheets to inform the general public about the City's land use processes, effect of codes and regulations, and commonly asked questions relating to land development and construction projects. These sheets are not intended to be complete statements or advise customers of all applicable codes and regulations.

The codes and regulations may be revised or amended, please consult City staff to confirm your understanding of requirements before beginning work. It is the applicant's responsibility to understand all requirements and ensure the project meets the City's applicable codes and regulations.

### What is a Subdivision?

A Subdivision is a process to legally divide one property into ten (10) or more lots.

### Why is a Subdivision necessary?

The Subdivision process grants the City an opportunity to review the project to ensure a quality design is proposed that meets the City's adopted codes and regulations.

### How long does it take to get approval?

The preliminary Subdivision process typically takes four (4) to six (6) months to process and approve. The final approval process typically takes two (2) to four (4) months to process and approve. The length of time may vary depending on the complexity of the project and the responsiveness of the applicant.

### How much does a Subdivision cost?

The City's fee schedule for permits is updated on an annual basis. The fee schedule is located in [Chapter 2.50](#) in the Algona Municipal Code (AMC).

### What is the application process?

1. Submit the Preliminary Subdivision application and required materials by email to:  
[juliek@algonawa.gov](mailto:juliek@algonawa.gov).
2. The City will review the application for completeness within 28 days.
3. When the application is deemed complete, the submittal materials will be circulated to planning, engineering, and fire departments for review and commenting.
4. Once City staff approves the application, hearings with the Planning Commission and City Council are scheduled for preliminary approval.
5. Preliminary approval from the City is effective for a five (5) year period.
6. The applicant must submit a final Subdivision request on forms provided by the City for review to verify required improvements have been completed as required.
7. Final approval is issued and the applicant must record the final subdivision with King County Auditor's Office.

### How often can land be divided?

A property may not be subdivided again for a period of five (5) years from the site's previous land division.

**Note: This Tip Sheet does not include all codes and regulations that may be applicable to your project. The applicant is responsible for demonstrating compliance with adopted codes and regulations, whether or not described in this document.**

**For more information: City of Algona | [www.algonwawa.gov](http://www.algonwawa.gov) | (253) 833-2897**

To request this information in an alternative format or a reasonable accommodation, please call (253) 833-2897. TTY or STS users please dial 711 to connect to Washington Relay Service.





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www.algonawa.gov | (253) 883-2897

### What do I need to submit?

***All application materials must be submitted in electronic PDF format. Additional materials are potentially required depending on the nature of your application. Please contact the City to confirm if additional materials are anticipated to be required.***

At minimum, the application includes:

- Complete Application
- Land Use Narrative
- Application Fee
- Public Notification Package
- Survey
- SEPA Checklist
- Preliminary Plans
- Title Report dated within 30 days of submittal

### What is a land use narrative?

A land use narrative is the applicant's opportunity to describe the proposed project's intent, design, and operations. The land use narrative should describe how the project meets the City's approval criteria for a Subdivision. Responses to each of the approval criteria is required and should be answered as completely as possible.

The applicant is responsible for demonstrating how the project meets the following approval criteria, listed in [Chapter 19.20.050](#). A Subdivision may only be granted by the City upon proof that the application meets these findings.

### Why is a final approval needed?

The city requires public improvements during the preliminary review process, and typically requires road or drainage improvements. When a preliminary Subdivision is approved, the applicant will need to

complete public improvements before they can submit for the final approval process. Once improvements are complete and the final Subdivision approval is issued, the applicant then must submit the final approval to King County Auditor's Office to record the land division.

### Is public noticing required?

The applicant is responsible for submitting pre-addressed and stamped envelopes for properties within a 300-foot radius from the subject parcel's boundary lines. The City will prepare the notification and distribution. Additionally the City coordinates the public notice sign on the subject property at the expense of the applicant. The sign shall remain on-site until the final approval is issued. The applicant is responsible for maintaining the sign for the duration of the application.

Please reach out to the City to receive a copy of what a public notice sign must look like and what information must be included.

### Is a pre-application meeting required?

A pre-application meeting is required for any subdivision application to evaluate the proposal against the Municipal Code.

A pre-application meeting can be scheduling by completing a pre-application form and submitting the concept plan, application fee, and narrative to by email to: [juliek@algonawa.gov](mailto:juliek@algonawa.gov).

A pre-application meeting is typically scheduled 2-4 weeks from the invoice payment.



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