



Unit Lot Subdivision (ULS) - Short

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 Unit Lot Subdivision (ULS)?

A Unit Lot Subdivision - short is a type of land subdivision that creates nine or less separate lots for each dwelling unit on the specified property. These new lots often take the shape of the specific unit footprint while still applying the applicable site development standards of the parent parcel. This creates more ownership options in the housing market.

When is a ULS necessary?

A Unit Lot Subdivision applies exclusively towards developing duplexes, triplexes, townhouses or courtyard apartments for ownership of each unit. These new properties would have to apply the same site development standards as the parent parcel.

How long does it take to get a ULS?

The timeline from application submittal: three (3) to four (4) months. However this depends on the responsiveness of the applicant.

What is the ULS (Short) administrative process?

1. Submit preliminary ULS application by hand, mail to city hall or email to juliek@algonawa.gov. Public noticing package must be delivered by hand.
2. Administrative review by Public Works, Planning, Seattle-King County Health and Valley Fire. The city will respond on the completeness of the application within 28 days. Once complete, the city will notify applicant whether the project is approved, approved with conditions, or disapproved within 120 days. If granted, approval will be valid for one year from date of formal notification.
3. Within the approval period, applicant submits final unit lot subdivision after all specified improvements have been completed and approved. Unless applicant has filed a performance bond or suitable surety equal to 150% of estimated improvement cost.
4. The city will conduct second administrative review against preliminary ULS and issue final approval.
5. Once issued, applicant must record final ULS with King County Assessor's Office.



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 | (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.



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, a complete ULS - Short application includes:

- A Compete and Signed Application
- Land Use Narrative
- Application Fee
- Copy of the Survey
- Copy of Preliminary Plans
- A 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 ULS - Short. Responses to each of the approval criteria is required and should be answered as completely as possible.

Is a pre-application meeting required?

Any person considering a Binding Site Plan is strongly encouraged but not required to participate in a pre-application meeting with city staff before any plans are drawn. The pre-application meeting shall be an informal review of the proposed ULS - Short where recommendations can be offered by planning, engineering, building, public works, police, and fire reviewers.

What is the approval criteria?

The applicant is responsible for demonstrating how the project meets the following approval criteria, listed in [Chapter 19.22.030 AMC](#).

A ULS - Short may only be granted by the city upon the following findings:

1. The ULS - Short will not result in a division with insufficient dimensions or area set forth in land use and health codes and regulations except as nonconforming lots as set forth in the Zoning Code;
2. Shall not impair utilities(drainage, water supply, etc) or easement access for vehicles;
3. Shall not impair utilities or easement access for other parcels;
4. Shall not increase non-conforming aspects;
5. Shall not amend existing conditions of approval of previously platted property;
6. Shall not include property not annexed by city;
7. Shall not extend or increase the use of city utilities previously granted under pre-annexation utility extension agreement;
8. Shall be served with adequate utilities and services;
9. Adequate means of ingress and egress;
10. Shall serve the public use and interest;
11. Must exist outside of flood control zone unless approved by State Department of Natural Resources;
12. Shall not be in land unsuitable for short subdivision;
13. If dedications are not made as shown on plat; and
14. Shall be accompanied by a title report.



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