

## **PRELIMINARY SUBDIVISION PROCESS**

### **PROCEDURES FOR HEARING EXAMINER SUBDIVISION REVIEW:**

This packet provides the information and forms necessary to divide property into five (5) lots where any parcel created are less than 5 acres in accordance with Washougal Municipal Code title 17 and Revised Code of Washington Chapter 58.17.

Subdivision is the division or reduction of land into five (5) or more lots, tracts, parcels, sites, or divisions for the purpose of sale, lease, or transfer of ownership [RCW 58.17.020 (1)].

### **PRELIMINARY SUBDIVISION PROCESS:**

Following are the application steps, procedures and timelines for processing an application to subdivide property.

Upon receipt of an application, the Planning and Development Department will:

#### **Technically Complete**

- Within twenty-eight (28) calendar days of submittal, the director shall determine if the application is technically complete and shall send to the applicant a letter stating that the application is technically complete or identifying what additional information is required to make it technically complete.
  
- Within fourteen (14) calendar days after the city receives additional information from the applicant in response to an initial or subsequent notice that an application is technically incomplete, the city shall mail to the applicant a written statement that the application is technically complete or identifying what information is required to make it technically complete.

The Final Decision shall be made and mailed not more than 120 calendar days after the date of technically complete determination is made. This period shall not include:

- Time spent by the applicant to revise plans or provide additional studies or materials requested by the city.
- Substantial project remissions made or requested by an applicant, in which case the timelines set forth will be calculated from the time that the city determines the revised application to be complete.
- Projects involving the siting of an essential public facility.
- Time spent preparing an environmental impact statement.
- All time required to obtain a variance.
- Time between submittal and resolution of an appeal, including remands and determination of significance.
- Time required to process a request for reconsideration.
- Any extension of time mutually agreed upon by the applicant and the City in writing.

### **Notice of Application Routing for Comments**

- Within fourteen (14) calendar days after the director finds an application is technically complete, the director shall schedule the proposal for public hearing before the hearing examiner and issue the Notice of Application consistent with WMC 18.94.080. The notice shall be mailed to all property owners as shown on the records of the county assessor of properties within 500 feet of the boundary of the site, and to the applicant, property owner, and engineer/consultant, and be published once in the official newspaper of the city. The publication and mailing of such notice shall occur on the same date.

### **Environmental Review (SEPA)**

- Development shall be reviewed in accordance with the policies and procedures contained in Chapter 16.36 of the Washougal Municipal Code and the State Environmental Policy Act. **The city shall not issue a SEPA threshold determination until expiration of the comment period on the notice application.**

### **Hearing Notice**

- Publication at least ten (10) calendar days before the date of an initial public meeting, hearing or pending action in the official newspaper of the city; and
- At least ten (10) calendar days before the date of an initial public meeting, hearing, or pending action, mailing of written notice to all property owners as shown on the records of the county assessor within 500 feet, not including street right of way, of the boundaries of the property which is the subject of the meeting or pending action, and to the applicant, property owner and engineer/consultant;
- Posting at least ten (10) calendar days before the initial meeting, hearing, or pending action, three or more notices, as determined necessary by the director, on the subject property, one in the library and one notice in City Hall.

### **Staff Report**

- At least seven (7) calendar days prior to the public hearing, the director shall issue and mail to the applicant a staff report.

### **Final Notice and Order**

- Within five (5) calendar days after the director receives a written final order from the hearings examiner, the director shall mail to the applicant and parties of record a copy of the order.
  - a. In the case of a final order by the examiner, the director also shall summarize how the order can be appealed to superior court consistent with section 18.94.140.B.

## **PRELIMINARY SUBDIVISION APPLICATION REQUIREMENTS**

The following is a checklist of the required information for submitting a PRELIMINARY Subdivision application. Applications will not be processed until **ALL** of the following information is submitted and determined technically complete. (WMC Sec. 17.12.030, 18.94.050)

1. APPLICATION FORM completed and signed by owner(s) of record or their authorized representative. If signed by an authorized representative, a letter of authorization signed by the owner of record identifying an authorized representative to act on their behalf shall accompany the application.

2. One (1) copy of the PRE-APPLICATION CONFERENCE SUMMARY, if completed, and a description of information submitted in response to any issues, comments, and concerns in the summary.
3. Eight (8) copies of PRELIMINARY PLAT PACKET – drawn to a minimum scale of 1” = 200’ on a sheet no larger than 24” X 36” (one copy is acceptable if 8 ½ x 11 inches, if to scale). **(In addition, if submitting large-scale drawings, please submit one copy of the plan reduced).**

Full size plan sets (larger than 8 ½ x 11) shall be submitted folded and collated, so as to approximate and 8 ½ x 11 sheet.

Please include the following detail:

- A. Proposed name of the subdivision. The name must not duplicate nor resemble the name of another subdivision in the city, and shall be approved by the Hearing Examiner;
  - B. Date, north point, and scale of drawing;
  - C. Appropriate identification clearly stating the map is a preliminary plat;
  - D. Location of the subdivision by sections, township and range, and legal description sufficient to define the location and boundaries of the proposed tract or the tract designation or other description according to the real estate records of the County Assessor;
  - E. Names and addresses of the owner or owners, subdivider, engineer or surveyor, and land planner or landscape architect;
  - F. The location, widths and names of all existing or platted streets or other public ways within or adjacent to the tract; railroad right-of-way or other important features, such as section lines or corner, city boundary lines and monuments;
  - G. Contour lines having the following minimum intervals:
    - One foot contour intervals for ground slopes less than 5 percent,
    - Two foot contour intervals for ground slopes from 5 to 10 percent,
    - Five foot contour intervals for ground slopes exceeding 10 percent,
  - H. Location and direction of all watercourses;
  - I. Natural features, such as rock outcroppings, marshes, wooded areas and isolated preservable trees;
  - J. Existing uses of the property, including location of all existing structures on the property, and indication if they are to remain after platting;
  - K. Proposed streets and their location, widths, names, approximate radii of curves, and relationship to any projected streets as shown in the comprehensive plan;
  - L. Easements. Identify location on the site or abutting property, showing the width and purpose of all existing and proposed easements;
  - M. Lots. Approximate dimensions of all lots, minimum lot size, proposed lot and block number;
4. A separate sheet showing approximate plans of proposed sanitary and storm sewers and water lines. The plan shall show pipe sizes and the location of valves and fire hydrants.
  5. Proof of ownership (**recorded deed for subject property**) or a letter of authorization to act on behalf of the owner and the recorded deed for the subject property.

6. Two (2) copies of a conceptual engineered storm water plan and calculations, prepared in accordance with the provision of the City of Washougal Engineering Standards, to the degree necessary to demonstrate that increased stormwater runoff can be adequately treated and disposed of on-site.
7. Street Lighting Plan to include, acorn style traditional lamp standards designed to direct light to the ground and not the sky.
8. Two (2) copies of a TRAFFIC STUDY prepared by a Washington State current licensed traffic engineer. When a traffic study is required, the study should include an assessment of capacities, trip generation, traffic volume, access and sight distances, connectivity/circulation, and level of service; for the proposed use.
9. Two (2) copies of any other technical reports, delineation plans, and/or analysis that may be required, as a result of the preapplication conference or the Planning and Development director's determination such as; geotechnical, habitat, hydrology, engineered soil report, archaeological, grading and drainage plans, revegetation plans, or similar studies, reports, or plans.
10. Indication of public water supply and sewage disposal system.
11. ENVIRONMENTAL CHECKLIST (if required) SEPA.
12. THE CURRENT LIST OF NAMES AND ADDRESSES of all property owners within 500 feet of the perimeter of the subject property and all contiguous property under the same ownership, as shown upon the Clark County Assessor's records. The list shall be **(dated and certified)** as a complete list of adjacent owners **by the Assessor's office, Surveyor, or Title Company**. For purposes of notification, it is necessary to include parcels within 500 feet across a right-of-way or easements from the property that is subject to the application. You must also provide this list **(TYPED ON SELF-ADHESIVE LABELS)** (include owner, applicant, and contact person). A list is considered current if the certification date is within thirty (30) days of the application.
13. LEGAL DESCRIPTION of the boundary of the plat. (available from a Title Company, Surveyor, or Department of Assessment and GIS)
14. Existing and proposed conditions, COVENANTS OR RESTRICTONS AND EASEMENTS that apply to the property, if any (available form the Title Company).
15. Provide a WRITTEN NARRATIVE describing the proposal and addressing all of the applicable criteria from titles 16, 17, and 18 of the Washougal Municipal Code, and the City of Washougal Vision Statements, adopted by Resolution #852.
16. A fee as identified in Chapter 3.90 of the Washougal Municipal code. (See attached fee sheet)
17. Criteria. The Hearing Examiner shall make findings that all of the following criteria are met prior to recommending approval of any preliminary subdivision request. It shall be the burden of the applicant to demonstrate demonstrating that these criteria are met:

- A. The preliminary plat is in the PUBLIC INTEREST.
- B. Describe how the following FACILITIES are adequate to serve the proposed land division:
  - 1. Public and private streets and roads
  - 2. Open spaces, parks and recreation
  - 3. Sanitary waste collection and treatment
  - 4. Fire prevention services
  - 5. Potable water supply
  - 6. Drainage/Stormwater control
  - 7. Access to mass transit where there is or will be such transit
  - 8. Schools and educational services (if residential)
  - 9. Pedestrian access/amenities, particularly for students who walk to and from school
- C. The proposal complies with all applicable standards in the Washougal Municipal Code, city's vision statements; adopted by Resolution #852, and the city's adopted engineering standards:
- D. That the proposed division is consistent with and implements the provisions of the city's twenty-year (20) Comprehensive Plan.

Title 16 WMC (Environmental)  
 Title 17 WMC (Land Division)  
 Title 18 WMC (Zoning)  
 RCW 58.17 (Subdivision and plats)

- 18. A SEPA fee. (See attached fee sheet)
- 19. An application fee (See attached fee sheet)

**as well as the following information:**

- A. CONTOUR MAP. The site must be identified. (*Topography maps are available from the Department of Assessment and GIS, located in the basement of the Clark County Courthouse. Engineered contours will be accepted if signed by a licensed engineer or surveyor.*)
- B. One (1) full size copy of the ASSESSOR'S QUARTER SECTION MAP(s) with the site identified and all other property owned by the applicant within 1,000 feet of the proposed land division. (*Available from the Department of Assessment and GIS.*)
- C. One (1) copy of a ROAD MAP with the site identified (*available from the Department of Assessment and GIS.*)
- D. One (1) copy of the U.S. Soil Conservation Service SOIL SURVEY with the site identified, or other more site-specific information.

- E. A map showing the existing ZONING of all adjacent properties. (*This may be written on the assessor's quarter section map*).
- F. A TREE PLAN indicating the existing trees and vegetation – those that are proposed to be removed for infrastructure of building envelopes, and those that will remain.

Questions regarding any of the above may be directed to the Planning and Development Department, 1701 "C" Street, Washougal, WA 98671 (360) 835-8501.

**CITY OF WASHOUGAL  
SUBDIVISION APPLICATION**

**PROJECT TITLE:** \_\_\_\_\_

**DESCRIPTION OF PROPOSAL:** \_\_\_\_\_

\_\_\_\_\_

**APPLICANT:**

\_\_\_\_\_  
Name Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

**PROPERTY OWNER (list multiple owners separately)**

\_\_\_\_\_  
Name Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

**CONTACT PERSON (list if not same as APPLICANT) – FAX #for contact:** \_\_\_\_\_

\_\_\_\_\_  
Name Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

**LOCATION OF PROJECT:**

**Site Address** \_\_\_\_\_ **Cross Street** \_\_\_\_\_

**Serial #s of parcels included:** \_\_\_\_\_

**Comp Plan Designation:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_

**Overlay Zone(s):** \_\_\_\_\_ **1/4 of Sec:** \_\_\_\_\_ **Township:** \_\_\_\_\_ **Range** \_\_\_\_\_

**Total Acreage of Original parcel(s):** \_\_\_\_\_

**AUTHORIZATION**

The undersigned hereby certifies that all information submitted with this application is complete and correct. I understand that any errors and/or omissions may lengthen the time to process the request. **The information on, and accompanied by this application is certified by me to be true and correct under penalty of perjury by the laws of the State of Washington.**

**In addition, my signature below also grants permission for city staff to access or enter the subject property to examine the site.**

\_\_\_\_\_  
Authorized Signature (Letter of authorization required if other than property owner) Date

SUBMIT THIS APPLICATION TO THE PLANNING AND DEVELOPMENT DEPARTMENT AT CITY HALL,  
1701 "C" STREET, WASHOUGAL, WA (360) 835-8501.