city of edmonds
development information

Formal Subdivision – Preliminary

This summary outlines the procedure for filing a formal subdivision application in the City of Edmonds. All formal plats are subject to the Edmonds Community Development Code (ECDC) Section 20.75. Before a portion of an existing lot may be sold, traded or given to another party, that lot must be legally subdivided. All proposed subdivisions are to be submitted to the Planning Division for approval. A legal subdivision is one which the City has approved according to established criteria.

DEFINITION: A "formal subdivision" is the division of an existing lot into five or more parcels. If a proposal involves four or few divisions, please refer to the "short subdvision" handout.

FEES: Preliminary Review Fee, Sign Posting Fee, City Surcharge, Environmental Review Fee, Modification Request Fee, if applicable. NOTE: A review fee for the Final Subdivision approval will also be required but is not required at the time of initial submittal.

FORMAL SUBDIVISION APPLICATION MATERIALS CHECKLIST
☐ Critical Areas Determination and/or Critical Areas Study for the subject property
☐ Land Use Application Form – Completed and signed
☐ Filing Fees (see box above)
☐ Adjacent Property Owner List on our label format, and notarized form
☐ Current Title Report or Plat Certificate (prepared within 30 days of submittal)
☐ Legal descriptions of existing lots and legal descriptions of proposed lots
☐ Environmental Checklist if applicable
☐ Preliminary Plat (6 full size copies and one 8.5 by 11 inch copy)
☐ Preliminary Drainage Plan (2 copies)
☐ Preliminary Grading Plan (2 copies)
☐ Traffic Impact Analysis
☐ Modification Request, if any are requested
☐ Completed Edmonds Utilities Consortium Contact Form
☐ Ecology's construction stormwater permit (Notice of Intent or NOI) if applicable

GENERAL FINDINGS

A proposed subdivision may be approved only if all of the following general findings can be made for the proposal, as approved or as conditionally approved:

1. Subdivision Ordinance. That the proposal is consistent with the purposes and requirements of Chapter 20.75 of the Community Development Code.
2. Comprehensive Plan. That the proposal is consistent with the provisions of the Edmonds Comprehensive Plan, or other adopted City policy, and is in the public interest.
3. Zoning Ordinance. The proposal meets all requirements of the Zoning Ordinance, or a modification has been approved as provided for in the Community Development Code.

SUBMITTAL REQUIREMENTS:

Prepare and submit an application for a formal subdivision. The Planning Division will assist you with any questions you may have. Your application must include the following:

- Names and addresses of the property owners within 300 feet of the outside boundary of the subject property to be divided according to the Snohomish County Assessor records. The list must be in the label format currently used by the City. A notarized affidavit acknowledging accuracy of the mailing list must also accompany the application.
- A preliminary grading plan or profile of proposed roads if more than 500 cubic yards of earth is to be removed.
- A preliminary drainage plan: as specified in Chapter 18.30 of the Edmonds Community Development Code, showing existing and proposed drainage facilities for the site and the adjacent areas.

Traffic Impact Analysis: Please refer to the "Traffic Impact Analysis Requirements" handout (#E82) for more information.

Ecology's Construction Stormwater Permit (Notice of Intent or NOI): If your construction project disturbs one or more acres of land through clearing, grading, excavating, or stockpiling of fill material, and if there is any possibility that stormwater could run off your site during construction and into surface waters or conveyance systems leading to surface water of the state. Please refer to "Stormwater General Permit" handout for more information.

Legal Descriptions: Submit accurate legal descriptions of the existing lots and legal descriptions for the proposed lots. The legal descriptions must be prepared, stamped and signed by a professional land surveyor registered in the State of Washington or certified by a title insurance company doing business in Snohomish County.

- A proposal for dedication of park land. (The offer of a voluntary monetary contribution to a park fund may be made in lieu of a dedication of land, if desired by the applicant.)
- Source of water supply and name of supplier.
- Method of sewage disposal, and name of municipal system if applicable. Percolation rates and other information required by the Public Works Department shall be submitted if septic tanks are to be used.

- Completed Edmonds Utilities Consortium (EUC) Customer-EUC Contact Form with all of the confirmation numbers from the utility providers written in, demonstrating that you have informed them of your project.
- Six copies of the preliminary plat. A preliminary plat is a drawing to scale of a proposed division of land, showing the existing conditions and the general proposed layouts of streets, lots and other information needed to properly review the proposal. A preliminary plat must be prepared by a professional land surveyor registered in the State of Washington. The scale used must be sufficient to show clearly all details of the proposal. A scale of 50 feet to the inch is preferred; other engineering scales may used if necessary. Formal plats must be 24" x 36" in size. (One copy of the preliminary plat, no larger than 11" x 17" must also be submitted.) The following information must be shown on the plat:

PRELIMINARY PLAT MAP is to contain the following information:

A. **THE NAME, IF ANY, OF THE PROPOSED SUBDIVISION.**

B. **SUFFICIENT DESCRIPTION TO DEFINE THE LOCATION AND BOUNDARIES OF THE PROPOSED SUBDIVISION.**

c. Name, address, seal and signature of the land surveyor who prepared the map.

d. A vicinity sketch.

e. Date prepared or revised, scale, north point, quarter section, section, township and range number.

f. Total acreage of the land to be divivided and area in square feet of each proposed lot.

g. Existing zoning and zoning boundaries if any.

h. Lot dimensions and number.

i. Setback lines required by the existing or proposed zoning.

j. Any existing property lines within or adjacent to the proposed subdivision and the names of the owners of adjacent property.

k. Contour lines in areas to be developed shall be at five-foot intervals, or as specified by the community development director. Ten-foot intervals may be used in areas not to be developed. All contour lines shall be extended into adjacent property a sufficient distance to show the the topographical relationship of adjacent property to the proposed subdivision.

l. The location, name and width of all existing and proposed street rights-of-way, or easements within or adjacent to the proposed subdivision, the grade of proposed streets and the pavement location of existing and proposed streets.

m. The location of all existing structures within the proposed subdivision and within 25 feet of the proposed sudivision. Public area or areas to be owned in common by the lot owners, if any.

n. The location of tree-covered areas, with the location of individual trees over eight inches in diameter.

o. The location of known or suspected soil or geological hazard areas, water bodies, creeks or other areas subject to flooding on or near the proposal.

p. Possible future lot lines if any is large enough to allow future division.

q. Location of existing underground utility lines, sewer, and water mains adjacent to or within the proposed subdivision. Also show existing power poles, transformers, fire hydrants and street improvements existing and proposed.

r. Other information that may be required by the community development director in order to properly review the proposed subdivision including information needed to determine the environmental impact of the proposal.

MODIFICATION REQUESTS

A modification is an alteration to a subdivision requirement, that must meet all of the same criteria as a variance. If the proposed short plat contains a modification request, a written response to the variance criteria is required as part of the application. The criteria, as listed in ECDC 20.85, follow:

MODIFICATION CRITERIA

Special Circumstances That, because of special circumstances relating to the property, the strict enforcement of the zoning ordinance would deprive the owner of use rights and privileges permitted to other properties in the vicinity with the same zoning.

Special circumstances include the size, shape, topography, location or surroundings of the property, public necessity as to public structures and uses and environmental factors such as vegetation, streams, ponds and wildlife habitats.

Special circumstances should not be predicated upon any factor personal to the owner such as age or disability, extra expense which may be necessary to comply with the zoning ordinance, the ability to secure a scenic view, the ability to make more profitable use of the property, nor any factor resulting from the action of the owner or any past owner of the same property.

Special Privilege That the approval of the variance would not be a grant of special privilege to the property in comparison with the limitations upon other properties in the vicinity with the same zoning.

Comprehensive Plan That the approval of the variance will be consistent with the Comprehensive Plan.

Zoning Ordinance That the approval of the variance will be consistent with the purposes of the zoning ordinance and the zone district in which the property is located.

Not Detrimental That the variance as approved or conditionally approved will not be significantly detrimental to the public health, safety and welfare or injurious to the property or improvements in the vicinity and same zone.

Minimum Variance That the approved variance is the minimum necessary to allow the owner the rights enjoyed by other properties in the vicinity with the same zoning.

REVIEW CRITERIA

The following criteria will be used to review proposed subdivisions:

A. Environmental

1. Where environmental elements, such as trees, streams, ravines or wildlife habitats occur, any proposal shall be designed to minimize significant adverse impacts to these elements. Permanent restrictions may be imposed on the proposal to reduce impact to the site.

2. The proposal shall be designed to minimize grading by relating street, house site and lot placement to the existing topography and, if appropriate, by using shared driveways.

3. Where conditions exist which could be hazardous to the future residents of the land to be divided, or to nearby residents or property, such as flood plains, steep slopes or unstable soil or geologic conditions, a subdivision of the hazardous land shall be consistent with items 1 and 2 above.

4. The proposal shall be designed to minimize off-site impacts to elements such as drainage and views.

B. Lot and Street Layout

1. Lots shall be designed to contain a usable building area. If the building area would be difficult to develop, the lot shall be redesigned or eliminated, unless special conditions can be imposed on the approval which will ensure that the lot is developed properly.

2. Lots shall not front on highways, arterials or collector streets unless there is no other feasible access. Special access provisions, such as shared driveways, turnarounds or frontage streets may be required to minimize traffic hazards.

3. Each lot shall meet the applicable dimensional requirements of the Zoning Ordinance.

4. Pedestrian walks or bicycle paths shall be provided in accordance with the Comprehensive Sidewalk Plan or to serve schools, parks, public facilities, shorelines and streams.

C. Dedications

1. The City Council may require dedication of land in the proposed subdivision for public use.

2. Only the City Council may accept a dedication of park land. The Council may request a review and written recommendation from the Planning Board.

3. Any approval of a subdivision shall be conditioned on the appropriate dedication of land for streets, including those on the Official Street Map and the preliminary plat.

D. Improvements

1. Improvements which may be required include, but are not limited to, streets, curbs, pedestrian walks and bicycle paths, sidewalks, street landscaping, water lines, sewage systems, drainage systems and underground utilities.

2. The person or body approving a subdivision shall determine the improvements necessary to meet the purposes and requirements of the subdivision Ordinance and the requirements of:

   a. Title 18, Public Works Requirements.

   b. Chapter 19.75, Fire Code, as to fire hydrants, water supply and access.

   This determination shall be based on the recommendation of the Community Services Director, the Public Works Director and the Fire Chief.

3. The use of septic systems may be approved if all of the following conditions are met:

   A. It is more than 200 feet, multiplied by the number of lots in the proposed subdivision, from the nearest public sewer main, to the nearest boundary of the land to be divided.

   b. The land to be divided is zoned RS-20.

   c. The Public Works Director and City Health Officer determine that soil, drainage and slope conditions are satisfactory for septic use and that all requirements of the Washington Administrative Code are met.

E. Flood Plain Management

All subdivision proposals shall comply with the criteria set forth in the Edmonds Community Development Code for flood plain management.

REVIEW PROCESS

Staff Review. Your proposal will be reviewed by the Planning Division, Engineering Division, Public Works Division, Parks and Recreation Division, and Fire Department to ensure that the proposed subdivision is consistent with the City's subdivision regulations. The City Planner and the City Engineer will decide what improvements (streets, drainage, etc.) will be required as a condition of approval. The Planning Division will let you know if you need to revise your proposal in order to meet the City's requirements.

After determination of a complete application, staff prepares a tentative processing schedule. Detailed review and the SEPA determination are completed prior to the public hearing. The Hearing Examiner makes preliminary plat decisions after a public hearing. Approval of a preliminary plat shall expire and have no validity at the end five years unless the applicant has acquired final plat approval.

Hearing Examiner Review. You will be assigned and notified of a hearing date as soon as the application is determined to be complete.

Hearing Examiner meetings are held at 3:00 p.m. on the first and third Thursdays of each month unless otherwise noted, in the Council Chambers, Public Safety Complex, 250 5th Ave. N., Edmonds, and are open to the public. You or your representative must appear at the hearing so the Hearing Examiner can ask questions concerning your application. Should you or your representative be unable to attend the meeting, or if you wish to withdraw your application, please notify the Planning Division in writing at least four days before the hearing.

The Hearing Examiner issues the final decision within ten working days following the conclusion of the hearing.

Time Limit. Preliminary approval of a subdivision will expire and have no further validity three years after the date of preliminary approval, unless the applicant has obtained approval of the final plat or has filed an application to extend the time 30 days before the approval expires. Granting of final approval is subject to the applicant making all required improvements to the subject property or bonding for said improvements.

Recording. Upon final approval, a plat must be recorded with the Snohomish County Auditor. The City Clerk will file the plat for record with the County Auditor, and arrange for a reproducible copy to be sent to the Public Works Department, the applicant, The Snohomish County Assessor and the Planning Division. The plat will not be considered finally approved until so filed with the County Auditor.

Important! **This information should not be used as a substitute for City codes and regulations. You should review all the details of your project with the Planning Division at 121 Fifth Avenue North (771-0220) between 8:00 a.m. - 4:30 p.m. Monday through Tuesday and Thursday through Friday**.