The purpose of the following regulations is to implement Chapter 17.32 of the Black Diamond Municipal Code for consideration of application for a Short Plat in the City of Black Diamond. A Short Plat (Subdivision) approval is required when land is being divided into six or fewer parcels, lots, tracts or sites for the purpose of sale, lease, transfer or building development which has not been divided as part of a Short Plat within a period of five years.

### Sufficient Insufficient N/A

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Location and width of access to all short platted lots proposed.
Space on a second sheet shall be reserved for comments and appropriate signatures.
Accurate location and dimensions of all existing structures.
Location of all public and/or private utility service lines including but not limited to water, sewer, stormwater, underground/overhead phone/power, natural gas and TV cable.
Distance to the nearest fire hydrant, as measured from the furthest proposed lot corner abutting a roadway, easement, or joint use driveway, etc.
All environmentally sensitive areas and their buffers.
Topography showing existing and proposed contours at five-foot (5) contour intervals.
If the proposed short plat is part of an approved MPD, the proposed short plat drawing shall show road, trail, utility, and other connections to adjacent MPD properties, as well as adjacent approved MPD land uses.

4. Three copies of a completed Environmental Checklist if required. Additional plans and studies may be required.

5. Water and Sewer Availability Certificates

6. Title Report no older than 30 days and lot closure report

7. Sensitive Area Identification Form

8. If the proposed short plat is located in an approved MPD, a copy of the signed and recorded MPD development agreement.

9. Fee and Deposit

*Surveys shall be required for all short plats. All surveys shall be accomplished as required by the Survey Recording Act (Chapter 50, Washington Laws of 1973), and shall be monumented as stated in BDMC Chapter 17.32.

Notice of Application
Once the application has been determined to be complete, city staff will issue a formal notice of application to property owners within 300’ of the property. A fourteen day public comment period will follow.

Review Process
The complete application is forwarded to the Planning, Natural Resources, Fire, and Public Works departments for review of the following items:
1. Ingress and Egress, public streets, curbs, storm sewers, sidewalks and streetlights
2. Adequate water, sewer, and storm capacity and availability
3. Adequate fire flow
4. Sensitive areas
5. Lot standards, i.e. square footage, minimum lot width, ability to meet development standards, etc.
6. Any other relevant aspects of the Short Plat proposal.

Following review, a letter may be sent to the applicant citing deficiencies of the above items.
Summary Approval
The Community Development Director shall review comments from city staff and coordinate and transmit final determinations to the applicant. The city shall complete its review and issue a Notice of Decision within 120 days after the short plat is determined to be complete by the City.

The preliminary approval given to a short plat shall expire within five years following approval, and no extensions will be granted.

Appeals
Within fourteen (14) calendar days following the Notice of Decision, the applicant may appeal the decision to the Hearing Examiner. The appeal shall be accomplished by filing of a written request with the City Clerk for a hearing. The Notice of Appeal shall briefly specify the issues of the appeal. Decisions not timely appealed shall be final and conclusive.

Final Short Plat
See Black Diamond Municipal Code Sections 17.32.070 (Final approval and improvement construction), 17.32.090 (Public utility service) and 17.32.100 (Filing).

Questions:
Please call the Community Development Department at 360-886-2560 if you have any questions regarding the application form or submittal requirements