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 four 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.

**SHORT PLAT SUBMITTAL REQUIREMENTS**

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1. **One copy** of a completed City of Black Diamond Master Planning Permit Application form.
2. **Four copies** of a written narrative describing the project.
3. **Four copies** of proposed Short Plat survey drawings to a minimum paper size of 18” x 24”. The following information must appear in standard format on the short subdivision plat map and final mylar (*final mylar shall be submitted only after approval of the proposal*) that will be recorded if approved:
   - Preferred Scale is 1” = 40’ and shall not be smaller than 1” = 100’
   - Show scale on drawing and north arrow.
   - The map and legal descriptions included in the application shall be prepared and certified by a licensed surveyor in a format acceptable to the City and the Survey Recording Act.
   - A title block in the lower right corner of the drawings showing:
     - a. proposed name of the short plat
     - b. date of the drawing
     - c. name and address of the engineer, surveyor, or the individual responsible for laying out short plat.
   - Drawings shall include the name and address of the owner of record of the “Original Tract”.
   - A vicinity map drawn to a scale of 4” = 1 mile of sufficient detail to orient the location of the original tract
   - The Plat shall show the boundary and dimensions of the “Original Tract” including its bearings and length of all boundary lines, Assessors Parcel Number, Section, Township and Range, all adjoining public or private roads and identifying names of such.
   - The tract(s) of land proposed to be sold or leased, each tract of which is identified by numerical designation. Dimensions and Bearings of each lot boundary line.
   - Location and width of access to all short platted lots proposed for sale or lease.
All adjoining public and/or private roads and identifying right-of-way names and widths.
- 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, joint use driveway, etc.
- Topography showing existing and proposed contours at five-foot (5) contour intervals.

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

7. **One** reduced copy (8 ½ x 11) of short plat proposal

8. Sensitive Area Identification Form

9. Fee and Deposit

**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. Staff will allow at least fourteen days for public comment regarding the application.

Following the public comment period, staff will then initiate the SEPA process, if required, pursuant to Chapter 19.04 of the Black Diamond Municipal Code.

**Review Process**

The complete application is forwarded to the Planning, Building, Fire, and Public Works departments for review of the following items:

1. Ingress and Egress
2. Adequate water, sewer, and storm capacity and availability
3. Adequate fire flow
4. Critical 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 City Planner shall review comments from city staff and coordinate and transmit final determinations to the applicant. The city shall complete its review and issue either preliminary approval or disapproval of the proposed short plat 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.
Final Approval and Improvement Construction
The short plat shall receive final approval within thirty working days after all required improvements have been constructed, as-builts provided, and the constructions approved by the City Engineer.

Notice of Decision
Within 10 days of final city action on the short plat the city shall provide a mailed notice of decision to the applicant and to all parties of record.

Filing of Short Plats
All Short Plats shall be filed with the King County Department of Records and Elections and shall not be deemed formally approved until so filed. The filing of the Short Plat shall be accomplished by the applicant. The recorded Short Plat drawing and Notice of Decision shall be returned to the City for filing within ten days of recording.

Appeals
Within fourteen calendar days following the notice of decision for a proposed short plat, the applicant may appeal the decision by written request to the City Council.

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