



CITY OF DAYTON

Department of Planning
111 S. 1ST Street
Dayton, WA 99328
509-540-6747
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PRELIMINARY SHORT SUBDIVISION INTRODUCTION & APPLICATION (TYPE II DECISIONS)

What does Type II refer to?

Type II decisions are administrative decisions made by the City which may include threshold determinations under SEPA. When SEPA is required, the City issues a notice of application with a public comment period.

In each case, the written decision can be appealed to the City Hearing Examiner.

What is a Short Subdivision?

A short subdivision is the division or redivision of land into four or fewer lots, tracts, parcels, sites or divisions for the purpose of sale, lease or transfer of ownership, consistent with the provisions of Dayton Municipal Code, Title 19.

What is a Short Plat?

A short plat is a neat and accurate drawing of a short subdivision, prepared for filing for record with the county auditor, and containing all elements and requirements as set forth by DMC Title 19.

Do I need to apply for a preapplication meeting?

A preapplication meeting is not required, but is encouraged. The meeting fee is reimbursable if a preliminary short plat applications is subsequently filed within six months.

How is a Preliminary Short Subdivision different from a Final Short Subdivision?

A preliminary short subdivision application is submitted, reviewed and if approved, a final short subdivision may follow. The Planning Director issues a written decision for the preliminary short subdivision approving with conditions or denying the application. All requirements of DMC Title 19 and the conditions of the written preliminary approval must be met to obtain final short subdivision approval. Once a final short subdivision is approved, the short plat will be recorded.

When is SEPA applicable?

Short plats are exempt from the Washington State Environmental Policy Act (SEPA), except when a proposed action is, for example: within a land covered by water, includes grading 500 cubic yards of fill and/or cut, involves the installation of utility lines over 8 inches in size, or includes the demolition of a structure eligible for the National Historic Register. The City issues a SEPA threshold determination (TD), or other SEPA decision as provided in RCW 43.21 and WAC 197-11. The SEPA decision is final unless the TD is revised by the City based on further comments during the comment period or unless is appealed during the appeal period.

The appeal period is 14 days for a determination of non-significance and 21 days for a mitigated determination of non-significance. If appealed, the appeal must be filed with the City Clerk per DMC Title 10 and it will be heard by the Hearing Examiner.

If a determination of significance is issued because of significant impacts by the proposal an environmental impact statement could be required.

PRELIMINARY SHORT SUBDIVISION APPLICATION – INTRODUCTION [CONTINUED]

How long before I am notified if my application is complete?

Within 28 calendar days of receiving the application, City staff will determine if the application is complete based on compliance with all the information listed under “Short Subdivision Application Submittal Checklist”. If your application is complete you will be notified in writing. If your application is not complete, you will receive a letter from City staff detailing required information to make your application complete.

What are the criteria for short plat approval?

The short plat must conform to requirements for short subdivision including DMC 19-01 and 19-06, as well as, DMC Title 5 Title 10, Title 11, Title 17, Title 15, the City’s Development Standards, RCW 58.17.060 Summary approval – Regulations – Requirements, and RCW 58.17.060 Factors to be considered and Findings. Codes and standards are available on-line at www.daytonwa.com.

Appropriate provisions made for, but not limited to, the public health, safety, open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies and sanitary wastes, and shall consider all relevant facts, including sidewalks, and other planning features that assure safe walking conditions for students who walk to and from school; and whether the public interest will be served by the short subdivision.

What if there are CRITICAL AREAS on the property?

Projects that involve work within critical areas (e.g., wetlands, riparian habitat, flood hazard, erosion hazard areas) may require that the City contract out for expert technical assistance. Pursuant to Title 17, the applicant is responsible for providing any information, mapping, studies, and materials, and for paying for inspections or review by a qualified professional acceptable to the City. You will be advised at the earliest possible point if your project will be subject to these types of expenses.

What happens after a preliminary short subdivision is approved?

Preliminary approvals for short subdivisions are valid for a period of five years following the date of the notice of final decision. After preliminary approval is granted, engineering design, review and construction in compliance with DMC Title 19 must be completed and conditions of preliminary approval satisfied. Then, a final short plat can be submitted for city review and approval. The final short plat will then be recorded with the county recorder’s office.

What are capital facilities charges?

Capital facilities charges are associated with new development in order that such property owners shall bear their equitable share of the cost of such system. Capital facilities charges are assessed and required to be paid at the time of application for water service connection. As of 2015, the City recognizes two types of capital facilities charges: DMC 4-2.90. - Water system capital facilities charge and DMC 4-5.102. - Wastewater system capital facilities charge. (These charges are not defined as concurrency or impact fees.)

PLEASE NOTE: Applicants are responsible for complying with all applicable City Codes and ordinances and should review all City regulations that may be applicable to their proposed project. For assistance in determining which regulations are applicable, please contact the City of Dayton.

QUESTIONS? PHONE 509-540-6747 or E-MAIL kscharer@daytonwa.com

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DECISION CRITERIA FOR SHORT SUBDIVISIONS

The following State and City Codes comprise the main factors to be considered in review of a preliminary short subdivision application. To assess compliance of the subdivision with these codes, the City relies on policies, codes, special studies, SEPA and other applicable documentation. This list does not include all codes that may apply.

REVISED CODE OF WASHINGTON - RCW 58.17.060 Summary approval – Regulations – Requirements.

(1) *The legislative body of a city, town, or county shall adopt regulations and procedures, and appoint administrative personnel for the summary approval of short plats and short subdivisions or alteration or vacation thereof. When an alteration or vacation involves a public dedication, the alteration or vacation shall be processed as provided in RCW [58.17.212](#) or [58.17.215](#). Such regulations shall be adopted by ordinance and shall provide that a short plat and short subdivision may be approved only if written findings that are appropriate, as provided in RCW [58.17.110](#), are made by the administrative personnel, and may contain wholly different requirements than those governing the approval of preliminary and final plats of subdivisions and may require surveys and monumentations and shall require filing of a short plat, or alteration or vacation thereof, for record in the office of the county auditor: PROVIDED, That such regulations must contain a requirement that land in short subdivisions may not be further divided in any manner within a period of five years without the filing of a final plat, except that when the short plat contains fewer than four parcels, nothing in this section shall prevent the owner who filed the short plat from filing an alteration within the five-year period to create up to a total of four lots within the original short plat boundaries: PROVIDED FURTHER, That such regulations are not required to contain a penalty clause as provided in RCW [36.32.120](#) and may provide for wholly injunctive relief. An ordinance requiring a survey shall require that the survey be completed and filed with the application for approval of the short subdivision.*

(2) *Cities, towns, and counties shall include in their short plat regulations and procedures pursuant to subsection (1) of this section provisions for considering sidewalks and other planning features that assure safe walking conditions for students who walk to and from school*

RCW 58.17.110 - Approval or disapproval of subdivision and dedication — Factors to be considered Conditions for approval — Finding — Release from damages

(1) *The city, town, or county legislative body shall inquire into the public use and interest proposed to be served by the establishment of the subdivision and dedication. It shall determine: (a) If appropriate provisions are made for, but not limited to, the public health, safety, and general welfare, for open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and school grounds, and shall consider all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school; and (b) whether the public interest will be served by the subdivision and dedication.*

A proposed subdivision and dedication shall not be approved unless the city, town, or county legislative body makes written findings that: (a) Appropriate provisions are made for the public health, safety, and general welfare and for such open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and school grounds and all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school; and (b) the public use and interest will be served by the platting of such subdivision and dedication. If it finds that the proposed subdivision and body, provision of public improvements to serve the subdivision, and/or impact fees imposed under RCW [82.02.050](#) through [82.02.090](#) may be required as a condition of subdivision approval. Dedications shall be clearly shown on the final plat. No dedication, provision of public improvements, or impact fees imposed under RCW dedication make such appropriate provisions and that the public use and interest will be served, then the legislative body shall approve the proposed subdivision and dedication. Dedication of land to any public [82.02.050](#) through [82.02.090](#) shall be allowed that constitutes an unconstitutional taking of private property. The legislative body shall not as a condition to the approval of any subdivision require a release from damages to be procured from other property owners.

(2)

Decision Criteria Cont.

DMC 19-01.150 Conformance to the Comprehensive Plan and development regulations.

All subdivisions and short subdivisions shall conform to the City of Dayton comprehensive plan and all development regulations, including but not limited to: zoning, critical area, shorelines, International Fire Code and international Building Codes and regulations in effect at the time any plat of a subdivision is submitted for approval. All lots within a proposed subdivision or short subdivision shall be of sufficient area, width and length to satisfy zoning requirements.

19-06.080 Findings of the Planning Director

The city shall determine:

A. If appropriate provisions are made for all provisions in subsection __B, and determine whether the public interest will be served by the short plat and any dedications.

B. A proposed short plat and any dedications shall not be approved unless the city makes written findings that:

1. Conforms to the Dayton Comprehensive Plan, shoreline management policy, environmental policy, Title 17, Critical Areas, and all Dayton Zoning Regulations.
2. Appropriate provisions are made for the public health, safety, and general welfare; open spaces, , drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds schools, school grounds and all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school; and
3. The public use and interest will be served by the platting of such short subdivision and dedication. If it finds that the proposed short subdivision and dedication make such appropriate provisions and that the public use and interest will be served, then the legislative body shall approve the proposed subdivision and dedication.
4. Dedication of land to any public body, provision of public improvements to serve the short subdivision, and/or impact fees imposed under RCW 82.02.050 through 82.02.090 may be required as a condition of short subdivision approval. Dedications shall be clearly shown on the final short plat. No dedication, provision of public improvements, or impact fees imposed under RCW 82.02.050through 82.02.090 shall be allowed that constitutes an unconstitutional taking of private property. The legislative body shall not as a condition to the approval of any short subdivision require a release from damages to be procured from other property owners.

C. If the preliminary short plat includes a dedication of a public park with an area of less than two acres and the donor has designated that the park be named in honor of a deceased individual of good character, the city, shall adopt the designated name.

D. The planning director shall approve, approve with conditions or deny the short subdivision based on the proposal's compliance to the provisions and standards of this title and findings of this section.



FILE # _____

CITY of DAYTON

APPLICATION --- PRELIMINARY SHORT SUBDIVISION

ALL information must be consistent with the Master Land Use Application Form

Applicant and representative must have property owner's consent to file this application form

PROPERTY INFORMATION - Project Name: _____

ASSESSOR'S PARCEL ID#	LOT SIZE	ZONING DISTRICT	EXISTING USE	PROPOSED USE

APPLICANT PRINTED NAME: _____

SIGNATURE: _____

(Signature Required)

APPLICANT'S REPRESENTATIVE PRINTED NAME: _____

SIGNATURE: _____

(Signature Required)

PROPERTY OWNER(S): Attach separate sheet if needed.

Parcel _____ PRINTED NAME: _____

SIGNATURE: _____

(Signature Required)

Parcel _____ PRINTED NAME: _____

SIGNATURE: _____

(Signature Required)

Parcel _____ PRINTED NAME: _____

SIGNATURE: _____

(Signature Required)

ENGINEER PRINTED NAME: _____

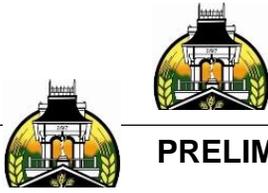
MAILING ADDRESS: _____

E-MAIL: _____ PHONE _____

SURVEYOR PRINTED NAME: _____

MAILING ADDRESS: _____

E-MAIL: _____ PHONE _____



CITY of DAYTON

PRELIMINARY SHORT SUBDIVISION APPLICATION SUBMITTAL CHECKLIST

- APPLICATION FEES - Make checks payable to the City of Dayton**
All application fees, including, but not limited to: Preliminary Short Plat Fee, SEPA Fee(s), and Critical Area Review Fee. Some fees such as for city engineering review will not be invoiced until actual costs are known. Current fee schedule can be found at www.daytonwa.com
- WRITTEN MATERIALS – Total of six (6) copies unless otherwise noted**
- A. **MASTER LAND USE APPLICATION FORM** Provide a completed application form
(One original and 5 copies)
- B. **PROPERTY OWNER APPLICATION AUTHORIZATION FORM** Provide letter(s) of authorization for each property owner with their required signatures. (One original of each signature)
- C. **SHORT SUBDIVISION APPLICATION FORM** Provide a completed application form signed by the property owner(s), applicant, engineer and surveyor (One original and 5 copies)
- D. **LEGAL DESCRIPTION.** Provide a legal description of the property to be short subdivided prepared by a professional land surveyor licensed in the State of Washington. (1 copy)
- E. **TITLE REPORT** Liability for errors not to exceed the assessed value of the lots on the date of application. The title report issuance no more than 30 days prior to the application date. *The City will require an updated title report prior to final short subdivision approval.* (2 copies)
- F. **PRELIMINARY SHORT SUBDIVISION APPLICANTION SUBMITTAL CHECKLIST**
Addressing Submittal of Written Materials and Drawings with Plans. (6 copies)
- G. **SEPA CHECKLIST, if required.** Short subdivisions if subject to SEPA under state and city rules must submit a completed SEPA environmental checklist together with any supporting documentation or information to address potential or known environmental impacts resulting from the proposal. (6 copies)
- Send the posting package for the notice board for this application to:**
 Owner Applicant Other _____
- H. **CRITICAL AREAS REPORT , if required.** Address compliance DMC Title 17 (Critical Areas) prepared by a qualified consultant(s), such as a person who has attained a degree from an accredited college or university in the subject matter necessary to evaluate the critical area in question (e.g., biology, ecology, or horticulture/arboriculture for wetlands, streams, wildlife habitat, and geology and/or civil engineering for geologic hazards, and hydro-geologist for ground water protection areas), and/or who is professionally trained and/or certified or licensed by the State of Washington to practice in the scientific disciplines necessary to identify, evaluate, manage, and mitigate impacts to the critical area in question. (4 copies of each type of report required)

**PRELIMINARY SHORT SUBDIVISION APPLICATION
SUBMITTAL CHECKLIST cont.**

- I. **WATER/SEWER AVAILABILITY** The city will confirm the applicability of utilities as part of the preliminary short plat review process (or pre-app)
- Property is located in the City Water Service Retail area. Don't know
- Property is located in the City Sewer Service area Don't know
- J. **RESTRICTIONS.** Provide documents containing restrictions, if any, to be imposed upon the use of the land. Such restrictions must be recorded simultaneously with the short subdivision. **(6 copies)**
- K. **PRE-APPLICATION CONFERENCE SUMMARY NOTES.** Provide the Pre- application Conference Summary Notes, if a pre-application conference meeting was held. **(1 copy)**
- L. **PRELIMINARY SHORT PLAT DRAWINGS and PLANS – Total of 6 copies**
1. **PROFESSIONAL LAND SURVEYOR** The drawings must be prepared by a professional land surveyor licensed in the State of Washington.
 2. **SCALE & LEGIBILITY.** Plan Sets must consistently be either 24 × 36 inches, 11 × 17 inches or 8.5 × 14 inches in size. (Choose the size format that best works with your proposal and information needed.) All drawings and plans must be to scale (engineering scale). Include an index sheet if more than one sheet is needed. Number each sheet consecutively. All geographic information portrayed shall be accurate and legible.
 3. **LIST:**
 - a. **SHORT SUBDIVISION NAME** of the proposed short subdivision, together with the words “Short Plat.”
 - b. **LEGAL DESCRIPTION** Provide a legal description of the land to be divided;
 - c. **STR.** Section, Township and Range of the subdivision;
 - d. **NAMES.** List the applicant , engineer, surveyor and property owner with contact information;
 - e. **ZONE.** Existing zoning designation.
 - f. **RESIDENTIAL TABLE** -Provide a table with the following information for each zone classification on the site involving residential land uses:
 - Proposed land use (i.e. single family, duplex, multi-family).
 - Number of dwelling units proposed.
 - Gross area
 - Area (sq. ft.) of each lot
 - g. **BLANK 4" X 4"** box for City date and other stamps.
 - h. **Date plan was prepared and space for revisions dates on subsequent resubmittal.**



PRELIMINARY SHORT SUBDIVISION APPLICATION SUBMITTAL CHECKLIST cont.

PRELIMINARY SHORT PLAT DRAWING - GRAPHIC REPRESENTATION

4. NORTH ARROW. A north arrow and graphic scale must be provided for each drawing and plan.
5. VICINITY MAP: A vicinity map sufficient to define the location and boundaries of the proposed short subdivision with respect to surrounding property, streets and other major man-made and natural features shall appear on the short plat.
6. BOUNDARIES. Show boundaries of the short subdivision by a heavy line. Use heavier line weight for streets so they will stand out from the lots and contour lines.
7. LOT BOUNDARIES. Show boundaries and approximate dimensions of all proposed lots and tracts to the nearest foot, Include the square footage of each. Identify all lots proposed to be created by lot number and tracts by alphabetic identification, together with the purpose of the tract. Also include the location, width, and purpose of each new easement to be created.
8. OTHER BOUNDARIES. Show the location of existing section and municipal corporation boundary lines lying within or adjacent to the proposed short subdivision.
9. ORIGINAL & VACATED LINES. Show all existing property lines lying within the proposed short subdivision which are to be vacated. Where the property has been previously subdivided, the original lots, blocks, street easements, etc., shall be shown in dotted lines in scale with the proposed short subdivision.
10. OWNERSHIP. Show the boundaries of any adjacent property under the same ownership as the land to be short subdivided.
11. ENCROACHMENTS. Show the location of all physical and legal description encroachments affecting the boundary between the application site and the adjoining parcels. Encroachments may be from the application site onto the adjoining parcels or from the adjoining parcels onto the application site.
12. STREETS. Show the location, widths, and names of all existing or proposed streets, public ways, or private streets within or adjacent to the short plat. (City will assign street names or numbers after initial review of the preliminary short plat).
13. STREETS DETAILS. Provide sight distance triangles for entry to all streets and at all intersections (private and public). Typical roadway sections, including streetlights and street trees for all proposed streets and existing frontage streets.
14. WALKWAYS. Show pedestrian connections, walkways and sidewalks. For a residential short subdivision show walking conditions and proposed improvements for students who only walk to and from school (RCW58.17.110).
15. EASEMENTS. Show the location, widths, and purposes of any existing easements including recording numbers, lying within the proposed subdivision; and any known adjacent easements.



PRELIMINARY SHORT SUBDIVISION APPLICATION SUBMITTAL CHECKLIST cont.

16. TOPOGRAPHY. Show existing topography of the land indicated with contours at 2-foot intervals when slopes are 5% or less and 5-foot intervals for slopes exceeding 5% within the boundaries of the proposal. Identify all slopes 25 percent or greater on or within 25 feet of the site. Contours for streets abutting the property must also be included. Contour lines shall be labeled at intervals not to exceed twenty (20) feet, and shall be based upon current City Datum in accordance with the City's Engineering Design Standards.
17. STRUCTURES. Show all existing structures, including rockeries fences and walls; and parcels both within the proposed short subdivision and within 50 feet of the boundaries of the proposed short subdivision. Indicate whether or not the on-site structures will be removed or relocated.
18. SETBACKS. Identify setbacks from proposed property lines and easements for existing structures to remain.
19. SITE FEATURES. Identify and show the location of existing vegetation on site, rock outcroppings, proposed and required buffers, open spaces, street trees, ornamental landscaping, and other landscape features. This plan shall identify vegetation and areas to be cleared and those to be retained.
20. CRITICAL AREAS. Show location and extent of all critical areas; shorelines of the state; FEMA flood designations; hydrologic features within 200 feet of the boundaries to the site; and required buffers and/or setbacks. Indicate if streams are intermittent and the limits of any wetlands. Identify the limits of the 100-year floodplain. Provide names of all water features and all drainage basins served by or containing these features. Contours for these features must be sufficient to accurately determine the existing character.
21. UTILITIES. Show the location of existing utilities on the property and within adjacent right-of-way including the nearest fire hydrant(s) and storm water quality/detention facilities.
22. CONCEPTUAL UTILITIES - Water, Sewer, Storm and Other Provide a conceptual utility plan showing all utility infrastructure needed to serve the subdivision and/or methodology prepared in accordance with the City's comprehensive plans, engineering standards or ordinance requirements. The conceptual utility plan shall include information to ensure that utilities can be constructed consistent with the preliminary plat layout and that the facilities will ultimately meet City design standards.

QUESTIONS?

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