

City of Gold Bar

EST. 1910



107 – 5th Street, Gold Bar, WA 98251

SUBDIVISION SUBMITTAL INFORMATION

A subdivision is the division of an existing lot into five or more parcels. Before any portion of an existing lot may be sold, traded, or given to another party, that lot must be legally subdivided. A legal subdivision is one that the City has approved according to established criteria.

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 16 of the Gold Bar Municipal Code.
2. **Comprehensive Plan and Planning Standards and Specifications:** That the proposal complies with the general purposes of the Gold Bar Comprehensive Plan and with all adopted planning standards and specifications.
3. **Land Use Ordinance:** The proposal meets all requirements of the Gold Bar Zoning Code, or a modification has been approved as provided for in the Gold Bar Zoning Code.

PRE-APPLICATION CONFERENCE

The subdivider should consult early and informally with the Public Works Director for advice and assistance before preparation of an application for approval of a proposed subdivision or short subdivision. By observing this preliminary procedure, the subdivider may become informed of the official plan requirements and may obtain any explanation of the rules and regulations, the City Critical Areas Ordinance, and the Washington State Environmental Policy Act, as may be necessary and related to the proposed subdivision, short subdivision, plat or dedication. Attendance of a pre-application conference, unless waived by the Public Works Director, shall serve as a prerequisite to the filing of an application for subdivision or short subdivision approval. (GBMC 16.12.030)

APPLICATION FOR A SUBDIVISION

1. Submit your subdivision application to the Public Works Director. Your application will not be accepted if all of the following information is not provided.
 - A. Completed and signed **Land Use Application** form with notarized signature(s) of one or more owners of the property.
 - B. Fees (Non Refundable): See Fee Schedule.
 - C. **Mailing Labels:** Two (2) sets of address labels containing the names and **mailing** addresses of owners as shown on the records of the Snohomish County Assessor and street addresses of property within 300 feet of any point of all property involved in the subdivision. See Adjacent Property Owners form.
 - D. **Vicinity Sketch:** A vicinity sketch at a scale of not less than eight hundred (800) feet to the inch shall accompany the preliminary plat. The vicinity sketch shall show all adjacent subdivisions, streets, major structure, watercourses, drainage ways and other pertinent data by which the preliminary plat may be located.
 - E. **Environmental Checklist** signed and dated. (Original & 2 copies)
 - F. A reproducible tracing and ten (10) prints of the proposed subdivision plat, prepared by an engineer or land surveyor duly qualified under the provisions of RCW Chapter 18.43. The reproducible prints shall be eighteen (18) by twenty-four (24) inches in size and shall allow a three (3) inch border on the left side.
 - G. An eight and one-half (8 ½) by eleven (11) inch reduction and transparency of the reduction of the plat and vicinity maps.
 - H. **Preliminary Plat Map:** The preliminary plat shall contain the following information:
 1. The name of the preliminary plat;
 2. Names, addresses, and telephone numbers of the subdivider and the surveyor or engineer;
 3. Names and addresses of the owners of record of property within three hundred (300) feet of the proposed subdivision;
 4. The boundary lines, accurate to scale, of the tract to be subdivided;
 5. The location, width and names of all existing or platted streets or other public ways within or adjacent to the proposed development and other important features, such as permanent buildings, watercourse (man-made or natural), major power transmission lines, railroads and section lines;
 6. Existing contours (shown solid) and proposed contours (shown dotted) at intervals of five (5) feet or referenced to the US Coast and Geodetic survey datum (Snohomish County aerial survey elevations may be shown as the datum plane), contours are to extend one hundred (100) feet beyond the plat;
 7. The tentative profiles and grades of each proposed street;
 8. All parcels of land intended to be dedicated or temporarily reserved for public use or to be reserved in the deeds for the common use of property owners of the plat, with the purpose, conditions or limitations of such reservations clearly indicated;
 9. The date, scale, and the north arrow and meridian;
 10. The source of water supply;
 11. The method of sewage disposal;

12. The land use zoning classification present and proposed, if different, of the proposed subdivision and adjacent tracts;
13. All existing conditions shall be delineated. The location, width and names of all existing or prior platted streets or other public open spaces, permanent buildings and structures and section and municipal corporation lines within or adjacent to the tract shall be shown. In the case of a replat, the lots, blocks, streets, alleys, easements, parks of the original plat being vacated shall be shown by dotted lines in their proper position in relation to the new arrangement of the plat; the new plat being clearly shown in solid lines so as to avoid ambiguity. Existing sewers and waterlines, culverts, or other underground facilities within the tract indicating pipe sizes, grades and exact location as obtained from public records shall be shown. Boundary lines of adjacent tracts of unsubdivided and subdivided land showing owners shall be indicated by dotted lines for a distance of three hundred (300) feet;
14. All natural drainways and watercourses shall be shown;
15. Proposed restrictive covenants, which shall not be in conflict with the zoning ordinance;
16. Number of lots, the number of lots per acre, acreage and amount of land in the proposed plat, and the total square feet in each lot shall be shown;
17. Lots shall be numbered consecutively from one (1) to the total number of lots in the proposed plat, and the total square feet in each lot shall be shown;
18. Proposed utility services shall be noted upon the face of the preliminary plat and/or shown upon the plat layout in such a manner that clearly indicates the distribution of each utility system and the connections to existing system;
19. Legal description of the land in the proposed plat;
20. The identification of critical areas according to the provisions of the critical areas ordinance (GBMC Chapter 18).
21. **The preliminary plat drawing shall include the following:**

Drainage Plan Submittal:

The purpose of the drainage plan submittal is to require a conceptual layout of the proposed drainage system which indicates the nature and extent of the work proposed, and which explains how the drainage system will function with sufficient information to allow the City to determine compliance with the applicable requirements of the SMC and other applicable laws. Drainage plan submittals may also include additional or detailed engineering and design information for a portion of the drainage system.

Critical Area Study:

A critical areas study is required if development activities are proposed within or adjacent to critical areas. Critical area as defined by the City of Gold Bar in either the Comprehensive Plan Map or text. The critical areas study will be prepared by a qualified professional hired by the applicant to explain and justify the actions being proposed as an alternative to simply leaving the critical area untouched.

2. SEPA Review. The SEPA responsible official will determine the degree of impact from the proposal. Agencies with apparent jurisdiction will be notified. A threshold determination will be posted at City Hall and a copy will be sent to parties of record. A notice will be sent to the City's newspaper of record.
3. Staff Review. Your proposal will be reviewed by the Planning Division, the Engineering Division, the Parks and Recreation Division, and the 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. The City Planner may determine that expert analysis is necessary for completing the review of the application; such analysis will be conducted at the applicant's expense.

a. **Staff Report.** The City Planner will assemble, edit, and distribute to the applicant, Hearing Examiner, and interested parties a staff report.

4. **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 10:00 a.m. on the first and third Fridays of each month unless otherwise noted, in the George Gilbertson board Room, Gold Bar, and are open to the public. A maximum of five applications are scheduled per meeting. 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 a decision ten working days following the conclusion of the hearing. This decision will be a recommendation to the City Council.

4. **Notice of Decision:** Community Development Department staff shall issue a Notice of Decision when the Hearing Examiner's decision becomes effective.

5. **Time Limit:** Preliminary approval of a subdivision will expire and have no further validity five 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.

6. **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 City, 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. (Plat Document Requirements.)

REVIEW CRITERIA

The following criteria will be used to review proposed subdivisions:

1. **Environmental**

a. 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.

b. 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.

c. 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.

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

2. **Lot and Street Layout**

- a. 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.
 - b. 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.
 - c. Each lot shall meet the applicable dimensional requirements of the Land Use Development Code.
 - d. 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.
3. Dedications
- a. The City may require dedication of land in the proposed subdivision for public use.
4. Improvements
- a. 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.
 - b. 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:
 - (1) Public Works Design & Construction Standards.
 - (2) Fire Code, as to fire hydrants, water supply and access.This determination shall be based on the recommendation of the City Planner, the City Engineer, and the Fire Marshall.
 - c. The use of septic systems may be approved if all of the following conditions are met:
 - (1) 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.
 - (2) The land to be divided is designated as SF, OS, UH.
 - (3) The City Engineer shall determine that soil, drainage and slope conditions are satisfactory for septic use and that all requirements of the Washington Administrative Code are met.

Note: This information should not be used as a substitute for City codes and regulations.
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