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WDT/srf
03/01/93

ORDINANCE NO. 45

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, ADOPTING THE "SUBDIVISION CODE" FOR THE CITY OF WOODINVILLE; PROVIDING FOR THE REGULATION OF SUBDIVISIONS, SHORT SUBDIVISIONS AND BINDING SITE PLANS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, pursuant to RCW Chapter 58.17, cities are authorized to adopt appropriate regulations complying with state law for the division of property, and

WHEREAS, the following ordinance is necessary for the public health, safety and general welfare, NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Subdivision Code Adopted. That certain compilation identified as "City of Woodinville Interim Subdivision Code, labeled Exhibit A, attached hereto and incorporated in full by this reference is hereby adopted as the subdivision code for the City of Woodinville.

Section 2. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

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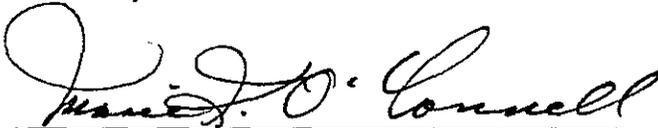
Section 2. Effective date. The City Council finds that the City of Woodinville will be incorporated on March 31, 1993. Failure to have the regulations contained in this ordinance in existence as of the date of incorporation will mean that the subject matter of this ordinance will be unregulated and thus will cause substantial detriment to the public health, safety and general welfare. The City Council therefore declares that an emergency exists necessitating that this ordinance be in full force in effect on March 31, 1993. This ordinance or a summary thereof consisting of the title shall be published in the City's official newspaper.

PASSED by a majority of not less than five members of the City Council of the City of Woodinville this 22nd day of March, 1993.

APPROVED:


MAYOR, LUCY DEYOUNG

ATTEST/AUTHENTICATED:


CITY CLERK, MARIE O'CONNELL

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:

BY 

FILED WITH THE CITY CLERK: 3/18/93
PASSED BY THE CITY COUNCIL: 3/22/93
PUBLISHED: 3/29/93
EFFECTIVE DATE: 3/31/93
ORDINANCE NO. 45

**City of Woodinville
Interim Subdivision Code**

March 31, 1993

Adopted by Ordinance No. 45

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CHAPTER 20A.02 GENERAL PROVISIONS

SECTIONS:

20A.02.010 Title
20A.02.020 Authority
20A.02.030 Purpose

20A.02.010 **Title.** This title shall be known as the City of Woodinville Interim Subdivision Code, hereafter referred to as "this Title."

20A.02.020 **Authority.** This Title is adopted by City of Woodinville Ordinance No. 45, pursuant to Chapter 58.17 of the Revised Code of Washington (RCW).

20A.02.030 **Purpose.** The intent of this section is to provide criteria, regulations and standards to govern the subdividing of land within the City and to:

- (a) Promote the public health, safety and general welfare in accordance with standards established by the State and the City;
- (b) Promote effective use of land by preventing the overcrowding or scattered development which would injure health, safety or the general welfare due to the lack of water supplies, sanitary sewer, drainage, transportation or other public services, or excessive expenditure of public funds for such services;
- (c) Avoid congestion and promote safe and convenient travel by the public on streets and highways through the coordination of streets within a subdivision with existing and planned streets;
- (d) Provide for adequate light and air,
- (e) Provide for water, sewage, drainage, parks, and recreational areas, sites for schools and school grounds, and other public requirements;
- (f) Provide for proper ingress and egress;

- (g) Provide for the housing and commercial needs of the community;
- (h) Require uniform monumenting of land divisions and conveyance of accurate legal descriptions; and
- (i) Protect environmentally sensitive areas.

CHAPTER 20A.04 DEFINITIONS

SECTIONS:

| | |
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| 20A.04.010 | Purpose |
| 20A.04.020 | Access |
| 20A.04.030 | Access Corridor |
| 20A.04.040 | Access (Primary) |
| 20A.04.050 | Binding Site Plan |
| 20A.04.060 | Block |
| 20A.04.070 | Condominium |
| 20A.04.080 | Dedication |
| 20A.04.090 | Driveway |
| 20A.04.100 | Final Plat |
| 20A.04.110 | Grade (existing) |
| 20A.04.120 | Line, Property |
| 20A.04.120 | Line, setback |
| 20A.04.140 | Lot |
| 20A.04.150 | Lot of Record |
| 20A.04.160 | Open Space |
| 20A.04.165 | Planning Department |
| 20A.04.170 | Plat |
| 20A.04.180 | Preliminary Plat |
| 20A.04.190 | Right-Of-Way |
| 20A.04.200 | Setback |
| 20A.04.210 | Short Plat |
| 20A.04.220 | Short Subdivision |
| 20A.04.230 | Street |
| 20A.04.240 | Street Frontage |
| 20A.04.250 | Subdivision |

20A.04.010 **Purpose.** The purpose of this chapter is to set forth the meanings of words and phrases used in this Title.

20A.04.020 **Access.** Access: ingress and egress to and from premises. This also means access to public way and general road system.

20A.04.030 **Access Corridor.** Access Corridor: a vehicle circulation area in private ownership, including easements, tracts and driveways in common ownership, over which access is afforded to more than one lot, or which serves more than thirty (30) dwelling units in a multi-family development. Driveways serving a group of less than thirty (30) dwelling units in multi-family developments shall not be considered access corridors.

- 20A.04.040** **Access (Primary).** Access (Primary): a principal entrance to a structure through which pedestrians enter during normal operating hours of the facility.
- 20A.04.050** **Binding Site Plan.** Binding Site Plan: a drawing to a scale of no smaller than 1" to 100' which: (a) identifies and shows the areas and locations of all streets, roads, improvements, utilities, open spaces, and any other matters specified by local regulations; (b) contains inscriptions or attachments setting forth such appropriate limitations and conditions for the use of the land as are established by the City of Woodinville; and (c) contains provisions making any development be in conformity with the site plan.
- 20A.04.060** **Block.** Block: a group of lots, tracts, or parcels within well defined and fixed boundaries.
- 20A.04.070** **Condominium.** Condominium: a type of property ownership consisting of an individual interest in an apartment or commercial building, and an undivided common interest in common areas such as parking area, elevators, etc.
- 20A.04.080** **Dedication.** Dedication: the deliberate appropriation of land by an owner for any general and public uses, reserving to himself no other rights than such as are compatible with the full exercise and enjoyment of the public uses to which the property has been devoted. The intention to dedicate shall be evidenced by the owner by the presentment for filing of a final plan or short plat showing the dedication thereon; and, in the acceptance by the public shall be evidenced by the approval of such plat.
- 20A.04.090** **Driveway.** Driveway: a vehicle entrance which serves a lot, structure or parking area.
- 20A.04.100** **Final Plat.** Final Plat: the final drawing of the subdivision and dedication prepared for filing for record with the King County Department of Records and Elections, and containing all elements and requirements set forth in this Title.
- 20A.04.110** **Grade (Existing).** Grade (Existing): the elevation of the ground or site prior to any work being done or any changes being made to the ground or site.
- 20A.04.120** **Line, Property.** Line, Property: the line defining the extent of a lot in a given direction.

- 20A.04.130** **Line, Setback.** Line, Setback: a line beyond which, toward a property line, no structure may extend or be placed except as permitted by the regulations of this Title.
- 20A.04.140** **Lot.** Lot: a specifically described parcel of land with lines defining the extent of the lot in a given direction which is intended to be conveyed in its entirety. A lot may be a lot of record, more than one lot of record or portion of a lot of record.
- 20A.04.150** **Lot of Record.** Lot of Record: a lot created by a recorded subdivision or short subdivision or a lot that is otherwise legally created on March 31, 1993, the effective date of the Woodinville Municipal Code (WMC).
- 20A.04.160** **Open Space.** Open Space: open land for conservation of natural features, provision of visual amenity and for recreational use. It is land which is retained in or restored to a condition where nature predominates, and is substantially free of structures, impervious surface, and other land altering activities of man's built environment.
- 20A.04.165** **Planning Department.** Planning Department: the City of Woodinville Department of Planning and Community Development.
- 20A.04.170** **Plat.** Plat: a map or representation of a subdivision, showing thereon the division of a tract or parcel of land into lots, blocks, streets and alleys or other divisions and dedications.
- 20A.04.180** **Preliminary Plat.** Preliminary Plat: a neat and approximate drawing of a proposed subdivision showing the general layout of streets and alleys, lots, blocks, and other elements of a subdivision consistent with the requirements of the WMC. The preliminary plat shall be the basis for the approval or disapproval of the general layout of a subdivision.
- 20A.04.190** **Right-of-Way.** Right-of-Way: the land owned by a public agency and used or planned to be used as a public thoroughfare.
- 20A.04.200** **Setback.** Setback: the distance between a property line and the corresponding parallel setback line.
- 20A.04.210** **Short Plat.** Short Plat: the map or representation of a short subdivision.
- 20A.04.220** **Short Subdivision.** Short Subdivision: the division or redivision of land, creating four (4) or fewer lots.

- 20A.04.230** **Street.** Street: any thoroughfare which affords the principal means of access to abutting properties, access corridors, or driveways, which has been dedicated or deeded to the public for public use.
- 20A.04.240** **Street Frontage.** Street Frontage: the length along a street upon which a structure, business, or lot is abutting or fronts.
- 20A.04.250** **Subdivision.** Subdivision: the division of land, creating five (5) or more lots.

**CHAPTER 20A.06 SUBDIVISION AND
SHORT SUBDIVISION REGULATIONS**

SECTIONS:

| | |
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| 20A.06.010 | Purpose |
| 20A.06.020 | Review and Approval Criteria |
| 20A.06.030 | Subdivision Names |
| 20A.06.040 | Lot Standards |
| 20A.06.050 | Exceptions to Lot Standards |
| 20A.06.060 | Easements |
| 20A.06.070 | Water Supply |
| 20A.06.080 | Sewage Disposal |
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| 20A.06.100 | Water Courses |
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| 20A.06.170 | On-site Recreation and Trail Corridors |
| 20A.06.180 | Public Accessways |
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| 20A.06.200 | Improvements, Completion or Guarantee |
| 20A.06.210 | Improvements - Security for Performance and Warranty |
| 20A.06.220 | Improvements - Construction |
| 20A.06.230 | Survey Required |

20A.06.010 **Purpose.** The purpose of this chapter is to set forth the criteria, standards and requirements for the review and approval of subdivision and short subdivision.

20A.06.020 **Review and Approval Criteria -**

- A. Each proposed subdivision or short subdivision shall be reviewed to insure that:
1. The proposal conforms to the goals, policies, criteria and plans set forth in the City of Woodinville Interim Comprehensive Plan;

2. The proposal conforms to the development standards set forth in Woodinville Municipal Code (WMC) Chapter 21A - Interim Zoning Code;
 3. The proposal conforms to the requirements of this section and those set forth in WMC 20A.06 SUBDIVISION AND SHORT SUBDIVISION PROCEDURES and the WMC Appendix - SUBDIVISION & SHORT SUBDIVISION ADMINISTRATIVE PROCEDURES AND STANDARDS;
 4. The proposed street system conforms to the City of Woodinville Arterial Street Plan and Neighborhood Street Plans, and is laid out in such a manner as to provide for the safe, orderly and efficient circulation of traffic;
 5. The proposed subdivision or short subdivision will be adequately served with City approved water and sewer, and other utilities appropriate to the nature of the subdivision or short subdivision;
 6. The layout of lots, and their size and dimensions take into account topography and vegetation on the site in order that buildings may be reasonably sited, and that the least disruption of the site, topography and vegetation will result from development of the lots;
 7. Identified hazards and limitations to development have been considered in the design of streets and lot layout to assure street and building sites are on geologically stable soil considering the stress and loads to which the soil may be subjected.
- B. Lack of compliance with the criteria set forth in Section 20A.06.020 A above shall be grounds for denial of a proposed subdivision or short subdivision, or for the issuance of conditions necessary to more fully satisfy the criteria.
- C. No final plat or short subdivision shall be approved unless:
1. The final plat or short subdivision is in substantial conformance with the provisions for the preliminary approval, including any conditions imposed as part of the approval.

2. The final plat or short subdivision contains a dedication to the public of all common improvements, including but not limited to streets, roads, sewage disposal and water supply systems which were a condition of approval.
 3. All common improvements required as conditions of approval of the proposed subdivision or short subdivision have been referenced on the final plat or short subdivision.
 4. City approved water and sewer facilities will be available to each lot created by the division of land.
 5. The final plat or short subdivision is in compliance with the provisions of WMC 21A.24 Environmental Sensitive Areas and WMC 21A.28 Development Standards - Adequacy of Public Facilities.
- D. When the Planning Director finds that the final plat or short subdivision is in substantial conformity to the preliminary approval, he or she shall endorse his or her approval on the final plat or short subdivision and shall implement the final approval and recording procedures set forth in WMC 20A.08 SUBDIVISION & SHORT SUBDIVISION PROCEDURES.

20A.06.030

Subdivision Names - No subdivision shall be approved which bears a name using a word which is the same as, similar to or pronounced the same as a word in the name of any other subdivision in the county, except for the words "town," "city," "place," "court," "addition," "acres," "heights," "villa," or similar words, unless the land so divided is contiguous to the subdivision bearing the same name. All plats must continue the block numbers of the plat of the same name last filed.

20A.06.040

Lot Standards -

- A. Suitability for intended use: All lots shall be suitable for the general purpose for which they are intended to be used. No lot shall be of such size or design as to be detrimental to the health, safety or sanitary needs of the residents of the subdivision or such lot.
- B. Lots shall be created by following the procedures of WMC 20A.08 SUBDIVISION AND SHORT SUBDIVISION PROCEDURES.

- C. No lot shall be established which is in violation of the WMC.
- D. Lot Shapes: Lot shapes shall be designed to avoid awkward configuration or appendages.
- E. Width, area and frontage: Each lot shall have sufficient width, area and frontage to comply with the minimum site requirements as set forth in WMC 21A.12 Development Standards - Density and Dimensions.
- F. Depth: Each lot should have an average depth between the front and rear lot lines of not less than 1 foot depth for each 1 foot of width.
- G. Front lot line: For corner lots, double frontage lots, and single frontage lots, the front lot line shall be the property line(s) separating the lot from a street or vehicle access corridor.
- H. Side lot lines: As much as possible, where topography and natural features permit, side lot lines should run at right angles to the street upon which the lot faces, except that on curved streets they shall be radial to the curve.
- I. Building setback lines: Where watercourses, topography, geology and soils, vegetation, utilities, lot configuration, or other unique circumstances dictate a different building envelope than that set by WMC 21A.12 Development Standards - Density and Dimensions, building setback lines may be required to be shown on the final plat or short subdivision map and observed in the development of the lot.
- J. Future subdivision of lots: Where the subdivision or short subdivision will result in a lot one half acre or larger in size which is likely to be further divided in the future, it may be required that the location of lot lines and other details of layout be such that future division may readily be made without violating the requirements of this section and without interfering with orderly extension and connection of adjacent streets. It is intended that the lot lines and other details of future subdivision be advisory only, and shall not be final or binding on the applicant unless he makes further application; however, any restriction of buildings within future street locations may be imposed and may require such restrictions to be set forth on the final plat or short subdivision.

20A.06.050

Exceptions to Lot Standards

- A. Cluster - Zero Lot Line - Townhouse Development: The relaxation of building setbacks, lot size and lot frontage requirements as set forth in WMC 21A.12 Development Standards - Density and Dimensions and Section 20A.06.030 Lot Standards may be authorized for a subdivision developed in compliance with WMC 21A.14 Development Standards - Design Requirements. Such authorization shall only occur where the applicant presents a plan whereby the entire subdivision will be designed and developed with provision for proper maintenance of recreation facilities and open space which will be commonly available for use of the residents of the subdivision and which will be of such benefit to said residents as is equal to that which would be derived from observance of the size and frontage requirements otherwise specified. The relation of said requirements shall not violate the purpose and criteria set forth in Sections 20A.02.030 Purpose and 20A.06.020 Review and Approval Criteria, respectively.
- B. Temporary Parcel: Parcels smaller than permitted by the WMC may be temporarily created if they are subsequently merged in title with an adjacent parcel to create a lot that complies with the WMC.
- C. Eminent Domain: Parcels smaller than otherwise permitted by the WMC may be created through the action of governmental agencies including the City of Woodinville by such actions as eminent domain and the splitting of a parcel by dedicated right-of-way. Wherever possible, such parcels shall be merged in title with adjacent lots to create lots in compliance with the WMC.
- D. Substandard Lots: A lot of record created prior to the effective date of the WMC that does not meet the minimum area or dimensional requirements of the land use district in which located shall be considered a conforming lot of record if the following requirements are met: there must be no adjoining lots of record of continuous boundary in the same ownership to which the substandard lot can be merged in title or with which the lot lines can be adjusted to create lots of record which would comply with the WMC.
- E. Lots for Building Pads: In industrial, business and multiple residential zones, lots with boundaries coterminous or nearly

so with building walls may be created. The standards that normally would apply to such lots shall apply instead to the project tract of which such lots are a part.

20A.06.060

Easements

- A. Public easements for the construction and maintenance of utilities and public facilities shall be granted to provide and maintain adequate utility service to each lot and adjacent lands. The widths of the public easements shall be a minimum of 20 feet unless the City determines a smaller or larger width is appropriate based on site conditions. Whenever possible, public easement shall be combined with driveways, pedestrian accessways and other utility easements.
- B. Private easements for the construction and maintenance of utilities within the subdivision or short subdivision shall be granted so that individual lots gain access to public facilities. The widths of the private easements shall be a minimum of 10 feet unless the City determines a larger width is appropriate based on the site conditions.
- C. When there is a need to use a stream for storm water control purposes, public improvement and maintenance easements at least 20 feet wide shall be provided for storm drainage. When possible, said easements shall be located along the centerlines of such facilities. Public improvement and maintenance easements for creeks and other watercourses shall be provided and shall extend 25 feet in each direction from the waterway centerline or ten feet from the top of a recognizable bank, whichever is greater. Such easements shall be of a width sufficient to allow both initial improvements and future maintenance operations. Larger widths may be required where necessary.
- D. Native Growth and Protection Easements (NGPE) shall be granted as deemed appropriate by the City where the preservation of native vegetation benefits the public health, safety and welfare, including control of surface water and erosion, maintenance or slope stability, visual and aural buffering, and protection of plant and animal habitat. The NGPE shall impose upon all present and future owners and occupiers of land subject to the easement the obligation, enforceable on behalf of the public by the City of Woodinville, to leave undisturbed all trees and other vegetation within the easement, except that are required for future construction of

multi-purpose trails and City-approved utilities. The vegetation within the easement may not be cut, pruned, covered by fill, removed, damaged or enhanced without express written permission from the City of Woodinville.

- E. Easements for utility mains or lines shall be held to prohibit the placement of any building on or over the easement, but shall not preclude landscaping of an appropriate variety as determined by the City. Nor shall it prohibit the use of an easement for more than one utility or vehicle and pedestrian access provided the City finds the multi-use appropriate. Restoration shall be required of the site following any excavation or other disturbance permitted by the easement.
- F. Easements required by this section shall be granted by the terms and conditions of such easements being shown on the final plat or short subdivision or by separate instrument.

20A.06.070

Water Supply - All lots shall be served by a water system approved by the City of Woodinville. Any common water system serving more than one lot shall be provided by the applicant and dedicated to the appropriate water purveyor. Such water supply systems shall be designed and constructed according to all applicable provisions of the WMC, the standard and specifications of the water purveyor and the applicable rules and regulations of the State.

20A.06.080

Sewage Disposal - All lots shall be served by the sanitary sewer system or sewage disposal system approved by the City of Woodinville. Except for private side sewers, any common sanitary sewer system serving more than one lot shall be provided by the applicant and dedicated to the appropriate sanitary sewage disposal service purveyor. Such sewer systems shall be designed and constructed according to all applicable provisions of the WMC and the standards and specifications of the service purveyor and the applicable rules and regulations on file in the office of the Planning Director.

20A.06.090

Storm Drainage

- A. All lots shall be provided with adequate storm drainage connected to the storm drainage system of the City or other system approved by the City.
- B. Where a public street is to be dedicated or improved by the applicant as a condition of preliminary approval, the applicant shall provide and dedicate any required storm drainage system in the street.

- C. When appropriate, storm drainage facilities shall include suitable on-site detention and/or retention facilities.
- D. Storm drainage shall be provided in accordance with City of Woodinville Ordinance No. 25 and standards and specifications approved by the City.
- E. Easements shall be dedicated as provided in Section 20A.06.060.

20A.06.100 **Watercourses** - When required by the City, the developer of a subdivision shall enhance any major or minor watercourse which traverses or abuts the subdivision in accordance with the specifications and standards approved by the City. Any required watercourse easements shall be dedicated as provided in Section 20A.06.060 Easements.

20A.06.110 **Underground Utilities** - All permanent utility service to lots shall be provided from underground facilities as set forth in the WMC regulating underground wiring. The applicant shall be responsible for complying with the requirements of this section, and shall make all necessary arrangements with the utility companies and other persons or corporations affected by installation of such underground facilities in accordance with the rules and regulations of the Public Utility Commissioner of the State of Washington.

20A.06.120 **Water and Sewer Standards -**

- A. **Design Standards:** All City water and sewer facilities shall be designed in compliance with the "Design Requirements-Water and Sewer System Extensions" document available from the Department of Planning and Community Development or appropriate water and sewer purveyor.
- B. **Construction Standards:** All City water and sewer facilities shall be constructed in compliance with the standard and specifications available from the Department of Planning and Community Development or appropriate water and sewer purveyor.

20A.06.130 **Street Standards** - All street improvements, grades and design shall comply with standard regulations and specifications as set forth in City of Woodinville Ordinance No. 49 - Construction Specification and Design Standards For Streets within the City.

20A.06.140

Street Right-of-Way and Pavement Widths -

- A. The street right-of-way in or along the boundary of a subdivision shall conform to the provisions set forth in City of Woodinville Ordinance No. 49 - Construction Specification and Design Standards For Streets within the City.
- B. When subdivision or an area within a subdivision is set aside for commercial or industrial uses, or where probable future conditions warrant, greater widths than those provided in subsection A, of this section, may be required.
- C. Where topographical requirements necessitate either cuts or fills for the proper grading of the streets, additional right-of-way widths or slope easements may be required.

20A.06.150

Street Lights - All subdivisions shall include underground electric service, light standards, wiring and lamps for street lights according to City adopted standards for underground wiring and the specifications and standard set forth in City of Woodinville Ordinance No. 49 - Construction Specification and Design Standards For Streets within the City. The subdivider shall install such facilities and make the necessary arrangements with the serving electric utility.

20A.06.160

Monuments

- A. Permanent survey control monuments shall be provided for all final plats and short plats at:
 - 1. All controlling corners on the boundaries of the subdivision or short subdivision;
 - 2. The intersection of centerlines of roads within the subdivision or short subdivision; and
 - 3. The beginning and ends of curves on centerlines or points of intersections on tangents.
 - (a) Permanent survey control monuments shall be the standard concrete monuments as required by King County or City approved equivalent. Permanent survey control monuments within a street shall be set after the street is paved. Every lot corner shall be marked by a 2 inch diameter x 24 inch long galvanized iron pipe with a cap identifying the surveyor or survey company that

placed the monument. Said pipe or City approved equivalent, shall be driven into the ground. If any land in a subdivision or short subdivision is contiguous to a meandered body of water, the meander line shall be re-established and shown on the final plat or short plat.

20A.06.170 **On-site Recreation and Trail Corridors** - All subdivisions shall provide on-site recreation and trail corridors in compliance with applicable provisions of WMC 21A.14 Development Standards - Design Requirements.

20A.06.180 **Public Accessways**

- A. When necessary for public convenience or safety, the developer shall improve and dedicate to the public accessways to connect to cul-de-sac streets, to pass through oddly shaped or unusually long blocks, to provide for networks of public paths creating access to schools, parks, shopping centers, mass transportation stops or other community services.
- B. The accessway shall be of such design, width and location a reasonably may be required to facilitate public use and shall comply with WMC Section regulating walkways, sidewalks, and trails as well as the specifications and standards of the City. Where possible, said dedications may also accommodate utility easements and facilities.

20A.06.190 **Clearing and Grading** - All clearing and grading shall be conducted in compliance with the provisions set forth in the WMC applicable to clearing and grading.

20A.06.200 **Improvements, Completion or Guarantee** - The applicant shall either complete the required improvements before the final plat or short subdivision is approved or the applicant shall financially guarantee installation of the same pursuant to the provisions set forth below in Sections 20A.06.210 Improvements - Security for Performance and Warranty and 20A.06.220 Improvements - Construction.

20A.06.210 **Improvements - Security for Performance and Warranty -**

- A. In lieu of the completion of the actual construction of required improvements prior to approval of a final plat or short plat, the subdivider may file a performance bond or other suitable security in a form approved by the City Attorney and in an amount to be determined by the City Engineer sufficient to

guarantee actual construction and installation of such improvements within three years of final plat or short plat approval. The amount of the security for completion shall not be less than one hundred twenty five percent of the City Engineer's estimate of the cost of such improvements, but the City Engineer may set a higher percentage based upon the complexity of the project. In addition, before acceptance by the City of the improvements, the subdivider shall file a warranty bond or other suitable security in a form approved by the City Attorney and in an amount to be determined by the City Engineer guaranteeing the repair or replacement of any improvement or any landscaping which proves defective or fails to survive within a minimum one year time period after final acceptance of the improvements or landscaping by the City. The City shall withhold acceptance of the improvements until any required security for completion and the required security for maintenance are filed.

B. The City may enforce the bonds or other security required by this section according to their terms, pursuant to any and all legal and equitable remedies. In addition, any bond or other security filed pursuant to this section shall be subject to enforcement in the following manner:

1. In the event the improvements are not completed as required, or warranty is not performed satisfactorily, the City Engineer shall notify the property owner and the guarantor in writing which shall set forth the specific defects which must be remedied or repaired and shall state a specific time by which such shall be completed.
2. In the event repairs or warranty are not completed as specified in the notice referred to in subparagraph 1. of this section by the specified time, the City may proceed to repair the defect or perform the warranty by either force account, using City forces, or by private contractor. Upon completion of the repairs or maintenance, the cost thereof, plus interest at twelve percent per annum, shall be due and owing to the City from the owner and guarantor as a joint and several obligation. In the even the City is required to bring suit to enforce maintenance, the subdivider and guarantor shall be responsible for any costs and attorneys' fees incurred by the City as a result of the action.

In the event that the security is in the form of a cash

deposit with the City, the City may deduct all costs set forth in this section from the cash on deposit and the subdivider shall be required to replenish the same for the duration of the guaranty period.

20A.06.220

Improvements-Construction - Construction of subdivision improvements prior to final plat or short plat approval or subsequent to final plat approval as a condition to meeting bond requirements shall proceed as follows:

- A. Complete construction drawings, specifications and related material shall be submitted to the City for approval prior to the commencement of construction. The submitted drawings and specifications shall be designed and certified by a registered civil engineer. Construction drawings shall be in conformance with the conditions, if any, of preliminary plat or short plat approval and applicable City standard.
- B. Construction of improvements shall not be initiated without authorization of the City Engineer. The City Engineer shall authorize the subdivider to proceed with construction after approval of the construction drawings and specifications by the appropriate City Department or Division. The City Engineer may grant approval on condition additions or changes are made in the drawings or specifications, or on the inclusion or implementation of mitigating measures necessary to minimize the impacts of the construction on the environment. Conditions required to minimize environmental impacts shall conform with the requirements of WMC regarding environmental impact procedures.
- C. Any changes to the construction drawings or specifications involving design of the improvements shall first be reviewed and approved by the City Engineer and the appropriate City Department or Division.
- D. Construction of the improvements shall proceed as shown in the construction drawings and specifications. Construction inspection shall proceed under the supervision of a registered civil engineer. The City Engineer or his designee shall inspect construction progress on a regular basis to review compliance with construction plans and required standard.
- E. After the completion of construction in accordance with the approved plans and specifications, "as-built" drawings showing the improvements as constructed shall be certified as true and

complete by a registered civil engineer. The certified "as-built" drawings on reproducible mylar shall be submitted to the City. When a final plat is involved, the certified "as-built" drawings are required to be submitted prior to the acceptance of the subdivision improvements by the City Council.

20A.06.230

Survey Required - The survey of every proposed subdivision or short subdivision shall be made by or under the supervision of a registered land surveyor. All surveys shall conform to standard practices and principles for land surveying as set forth in the laws of the State of Washington and WMC Appendix - SUBDIVISION AND SHORT SUBDIVISION ADMINISTRATIVE PROCEDURES AND STANDARDS. Subdivision control and staking traverses shall close within an error of one foot in five thousand feet for residential and subdivision lots, and one foot in ten thousand feet for commercial and industrial development. Primary survey control points shall be referenced to section corners and monuments.



CHAPTER 20A.08 SUBDIVISION AND SHORT SUBDIVISION PROCEDURES

SECTION:

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|------------|---|
| 20A.08.010 | Purpose |
| 20A.08.020 | General Provisions |
| 20A.08.030 | Preliminary Plat Review |
| 20A.08.040 | Final Plat |
| 20A.08.050 | Subdivision Vacation |
| 20A.08.060 | Subdivision Alternation |
| 20A.08.070 | Short Subdivision Review |
| 20A.08.080 | Final Plat and Short Plat Corrections and Boundary Line Adjustments |
| 20A.08.090 | Divisions Requiring Binding Site Plans |

20A.08.010 **Purpose** - The intent of this section is to identify processes to accomplish the orderly development of land within the City, and to provide for the expeditious review and approval of proposed land divisions which comply with this section, other City land use regulations and standards, and RCW Chapter 58.17 PLATS, SUBDIVISIONS, DEDICATIONS.

20A.08.020 **General Provisions**

- A. **Applicability** - All divisions or redivisions of land into lots, tracts, parcels, sites or division for the purpose of sale, lease or transfer of ownership shall comply with the provisions of State law and the Woodinville Municipal Code (WMC). All contiguous parcels of land, regardless of date of acquisition or location in different lots, tracts, parcels, taxa lots or separate government lots, that are to be subdivided shall constitute a single subdivision or short subdivision action. Multiple applications or applications and/or exemptions shall not be utilized as a substitute for comprehensive subdividing in accordance with the requirements of this section.
- B. **Exceptions** - The provisions of this section shall not apply to:
1. Cemeteries and burial plats;
 2. Divisions made by testamentary provisions, or the laws of descent;
 3. Division for sale or lease of commercial or industrially zoned property provided a binding site plan has been approved and recorded;

4. Divisions for purposes of lease when no residential structure other than mobile homes or travel trailers are permitted, provided a binding site plan has been approved and recorded;
 5. A division made under the provisions of Section 20A.08.080 for the purposes of alteration by adjusting boundary lines, between platted or unplatted lots or both, which does not create any additional lot, tract, parcel, site, or division, nor create any lot, tract, parcel, site or division which contains insufficient area and dimension to meet minimum requirements for width and area for a building site; and
 6. A division made under the provisions of the Horizontal Properties Regimes Act (RCW 64.32) provided a binding site plan has been approved.
- C. Subdivisions Processed Simultaneously - Unless the applicant requests otherwise, a subdivision or short subdivision application shall be processed simultaneously with application for variances, conditional uses, street vacations, and similar quasi-judicial or administrative actions to the extent that procedural requirements applicable to these actions permit simultaneous processing.
- D. Deviation from Requirements - Subdivision and short subdivision development requirements may be modified by the approval authority only upon a showing by the applicant that the criteria of WMC 21A.44.040 Variance can be complied with. Deviations shall not be allowed on the basis of economic hardship. A request by the applicant must be attached to the application and shall be processed in conjunction with the application. Action taken by an approval authority on the request shall be entered into the record.

20A.08.030

Preliminary Plat Review -

- A. Application Submittal - Whenever it is proposed to subdivide land into 5 or more lots, tracts, parcels, sites or divisions, the applicant shall file with the Planning Department a preliminary plat application packet in conformance with the provisions set forth in the WMC Appendix - SUBDIVISION AND SHORT SUBDIVISION ADMINISTRATIVE PROCEDURES AND STANDARDS.

- B. Public Notice - Notice of the public hearing shall be provided in compliance with WMC Sections 21A.40.080B through 21A.40.130.
- C. Public Hearing and Public Hearing Record - Upon completion of the public hearing notice period, the Hearing Examiner shall hold a public hearing to receive all relevant evidence to determine whether to approve, approve with conditions or deny the preliminary plat. Any hearing may be continued at the discretion of the Hearing Examiner. Records of the public hearing shall be kept by the Planning Department and they shall be open to public inspection.
- D. Criteria - As a basis for approval, approval with conditions or disapproval of a preliminary plat, the Hearing Examiner shall determine if appropriate provisions have been made for, but not limited to the purpose and criteria set forth in WMC 20A.06 SUBDIVISION AND SHORT SUBDIVISION REGULATIONS.
- E. Decisions by the Hearing Examiner - The final decision made by the Hearing Examiner shall be given the effect of an administrative decision and shall be provided in compliance with the provisions of City of Woodinville Ordinance No. 17. The decision may be appealed to the City Council in compliance with City of Woodinville Ordinance No. 18. If the decision is appealed, the appeal shall stay the running of the ninety (90) day time period defined below in following Subsection G - Time Limits, below.
- F. Effect of Preliminary Plat Approval - Approval of the preliminary plat shall constitute authorization for the applicant to develop the subdivision facilities and improvements in strict accordance with the plans and specifications as approved by the City subject to any conditions imposed by the Hearing Examiner.
- G. Time Limits -
 - 1. Approval Within Ninety (90) Days. A preliminary plat shall be approved, approved with conditions, disapproved or returned to the applicant for modification or correction within ninety (90) days from the date of filing of a complete application unless the applicant agrees to an extension of the time period in writing. Provided, should an Environmental Impact

Statement (EIS) be required per RCW Chapter 43.21C.030 Guidelines for state agencies, local governments, the ninety (90) day period shall not include the time sent in preparing and circulating the EIS by the City. A preliminary plat application shall not be deemed "filed" until all of the Preliminary Plat Application submittal requirements of WMC Appendix - SUBDIVISION & SHORT SUBDIVISION ADMINISTRATIVE PROCEDURES AND STANDARDS have been received by the City of Woodinville Department of Planning and Community Development.

2. Limitation on Approval. Final approval must be acquired within three (3) years of preliminary approval, after which time the preliminary subdivision approval is void. An extension may be granted by the Hearing Examiner for one (1) year if the applicant has attempted in good faith to submit the final plat within the three (3) year time period. Provided, however, the applicant must file a written request with the Hearing Examiner requesting the extension at least thirty (30) days before expiration of the three (3) year period.

20A.08.040

Final Plat -

- A. Application Submittal - The final plat application packet shall include the application, documents, certification, survey data and improvement security or construction requirements as set forth in WMC 20A.06 SUBDIVISION AND SHORT SUBDIVISION REGULATIONS and the WMC Appendix - SUBDIVISION & SHORT SUBDIVISION ADMINISTRATIVE PROCEDURES AND STANDARDS.
- B. Review-Time Limits - Final plat shall be approved, disapproved or returned to the applicant for modification or correction within thirty (30) days from the date of filing unless the applicant consents to an extension of such time period.
- C. Review-City Engineer - The City Engineer or a licensed professional engineer acting on behalf of the City shall review the survey data, layout of lot lines, streets, alleys and other rights-of-way, design of bridges, and utility systems improvements including storm drainage, water and sanitary sewer. The City Engineer or other professional engineer acting on behalf of the City shall convey his findings to the City Council, prior to approval, the engineer shall assure that:

1. The proposed final plat meets all standards established by state law and this section relating to the final plat's drawings and subdivision improvements;
 2. The proposed final plat bears the certificates and statements of approval required by this section;
 3. Current title insurance report furnished by the subdivider confirms the title of the land in the proposed subdivision is vested in the name of the owners whose signatures appear on the final plat;
 4. The legal description of the plat boundary on the current title insurance report agrees with the legal description on the final plat;
 5. The facilities and improvements required to be provided by the subdivider have been completed or, alternatively, that the subdivider has provided a security in an amount and with securities commensurate with improvements remaining to be completed, securing to the City the construction and installation of the improvements;
 6. The surveyor has certified that all survey monument lot corners are in place and visible.
- D. Review-City Council - The City Council shall review the final plat as follows:
1. At a public meeting, the City Council shall determine whether the subdivision proposed for final subdivision approval conforms to all terms of preliminary approval, and whether the subdivision meets the requirements of the WMC, applicable state laws and all other local ordinances adopted by the City which were in effect at the time of preliminary approval.
 2. If the conditions have been met, the City Council shall authorize the Mayor to inscribe and execute the written approval on the face of the plat map. If the City Council disapproves the plat, it will be returned to the applicant with reasons for denial and conditions for compliance.

E. Recording - All final plats shall be recorded in compliance with the following:

1. Recording Required. No final plat shall be recorded unless approved by the City Council. The original of an approved final plat shall be filed for record with the County Auditor.
2. Fees and Recording Procedure. Prior to recording, the applicant shall submit the original final plat drawings to the Planning Department together with the plat checking fees and performance bond(s). After the City has approved said drawings, the applicant shall submit the City approved original final plat drawings to the County Auditor together with the recording fees.

20A.08.050

Subdivision Vacation - Any person interested in the vacation of any subdivision or part of a subdivision, or area dedicated for public use shall file an application for vacation with the Planning Department. The application shall set forth the reasons for vacation and shall contain signatures of all parties having an ownership interest in that portion to be vacated. If the subdivision is subject to restrictive covenants which are filed at the time of approval of the subdivision, and the vacation would result in the violation of a covenant, the application shall contain an agreement signed by all parties subject to the covenants providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the vacation.

The approval authority shall conduct a public hearing on the application for a vacation and may approve or deny the application for vacation of the subdivision after determining the public use and interest to be served. If any portion of the land contained in the subdivision was dedicated to the public for public use or benefit, such land, if not deeded to the City, shall be deeded to the City unless the approval authority adopts written findings that the public use would not be served in retaining title to those lands. Title to vacated property shall be governed by RCW 58.17 Plats - Subdivision - Dedications.

20A.08.060

Subdivision Alteration - Any person interested in the alteration of any subdivision, except as provided in Section 20A.08.080 Final Plat and Short Plat Corrections, that person shall submit an application for the alteration to the Planning Department. The application shall contain the signatures of the majority of those persons having an ownership interest of lots, tracts, parcels, sites, or divisions in the subject subdivision or portion to be altered and other application submittal

materials as required. If the subdivision is subject to restrictive covenants which were filed at the time of the approval of the subdivision, and the alteration would result in the violation of a covenant, the application shall contain an agreement signed by all parties subject to the covenants providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the alteration.

The approval authority shall conduct a public hearing on the application for alternation and may approve or deny the application for alteration of the subdivision after determining the public use and interest to be served. After approval of the alteration, the applicant shall submit to the City a revised drawing of the approved alteration of the subdivision, which after signature of the approving authority, shall be filed with the County Auditor to become the lawful plat of the property. The revised drawing shall be surveyed and prepared by a Washington State licensed land surveyor.

20A.08.070

Short Subdivision Review -

- A. Application Submittal - Whenever it is proposed to subdivide land into four (4) or fewer lots, tracts, parcels, sites or division, the applicant shall file with the Planning Department a short subdivision application packet in compliance with the requirements as set forth in WMC 20A.06 SUBDIVISION AND SHORT SUBDIVISION REGULATIONS and the WMC Appendix - SUBDIVISION & SHORT SUBDIVISION ADMINISTRATIVE PROCEDURES AND STANDARDS.
- B. Public Notice - Notice of the filing of the short subdivision application shall be provided in compliance with WMC 21A.40.080B through WMC 21A.40.130 and RCW 58.17.155 Short Subdivision Adjacent to state highway - Notice to Department of Transportation.
- C. Criteria - As a basis for approval, approval with conditions or disapproval of a short subdivision, the Planning Director shall determine if appropriate provisions have been made for, but not limited to the purpose and criteria set forth in Section 20A.06 SUBDIVISION AND SHORT SUBDIVISION REGULATIONS.
- D. Decision by the Planning Director - Each final decision of the Planning Director shall be in writing and shall include findings and conclusions based on the record to support the decision. The decision made by the Planning Director shall be given the

effect of an administrative decision and may be appealed to the Hearing Examiner in compliance with WMC 21A.42.090 Planning Director Review - Decision final unless appealed.

- E. Effect of Short Subdivision Approval - Approval of the short subdivision shall constitute authorization of the applicant to develop the short subdivision facilities and improvements in strict accordance with the plans and specifications as approved by the City Engineer subject to any conditions imposed by the Planning Director.
- F. Recording - All short subdivisions shall be filed in compliance with the following:
 - 1. Recording Required - No short subdivision shall be filed unless approved by the Planning Director and City Engineer. A copy of an approved short subdivision shall be filed for record with the County Auditor and one reproducible copy shall be furnished to the Planning Director.
 - 2. Fees and Recording Procedure. Prior to recording, the applicant shall submit the original short subdivision drawings to the Planning Department for signatures together with the short subdivision application fee.
- G. Short Subdivisions - Restrictions - The area included in an approved and recorded short subdivision shall not be further divided within a period of five (5) years from the date of final approval without meeting the requirements for a subdivision or resubdivision. 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.

20A.08.080

Final Plat and Short Plat Corrections and Boundary Line Adjustments -

- A. Public Dedication-not involved - Amendments, alterations, modifications and changes to recorded final plats or short plats and boundary line between two adjoining parcels not involving a public dedication shall be accomplished only by one of the following methods:
 - 1. File a new plat for the lots in question by following the full subdivision procedures of this Title; or

2. File a short plat for lots in question by following the procedures of this Title provided that short plats occurring in final subdivisions approved under the provisions of the WMC do not exceed the density allowed under the zoning existing at the time the plat was approved, or are not inconsistent with other provisions of the plats; or
3. File a minor modification or boundary line adjustment. This method may be used to correct or adjust short plats, final plats or boundary lines between two adjoining parcels provided the proposed changes are minor and do not create new lots. This method may be used to consolidate two or more existing lots. A final plat mylar shall be submitted to the Planning Director for approval along with the normal and required signature attachments and a cross-reference to the original final or short plat and fees only for technical review. Normal and required signatures shall mean only the signatures of owners of lots affected by a minor modification or boundary line adjustment.

B. Public Dedication-involved - Amendments, alterations, modifications and changes to recorded final plats and short plats or boundary between two adjoining parcels involving a public dedication shall be accomplished by following the procedures of Sections 20A.08.050 Subdivision Vacation or 20A.08.060 Subdivision Alteration.

20A.08.090

Divisions Requiring Binding Site Plans - A subdivision of land which is exempt from the subdivision regulations, but requires that a binding site plan be approved, shall comply with the following requirements:

- A. Applications submitted shall comply with the requirements established by the Planning Director.
- B. Notice of the filing of the binding site plan application shall be provided in compliance with WMC 21A.40.080B through WMC 21A.40.130.
- C. As a basis for approval, approval with conditions or disapproval of a binding site plan, the Planning Director shall determine if appropriate provisions have been made for, but not limited to the purpose and criteria set forth in WMC 20A.06 SUBDIVISION AND SHORT SUBDIVISION REGULATIONS.

- D. Each final decision of the Planning Director shall be in writing and shall include findings and conclusions based on the record to support the decision. The decision made by the Planning Director shall be given the effect of an administrative decision and may be appealed to the Hearing Examiner in compliance with WMC 21A.42.090 Planning Director Review - Decision final unless appealed.
- E. Binding site plans shall be drawn at a scale no smaller than one inch equals 100 feet and shall include the design of any lots or building envelopes and the areas designated for landscaping and vehicle use.
- F. All binding site plans shall be recorded in compliance with the following:
 - 1. Recording Required - No binding site plan shall be filed unless approved by the Planning Director and City Engineer. A copy of an approved binding site plan shall be filed for record with the County Auditor and one reproducible copy shall be furnished to the Planning Director.
 - 2. Fees and Recording Procedure. Prior to recording, the applicant shall submit the original binding site plan mylar to the Planning Department for signatures together with the binding site plan approval fee.
- G. Approved binding site plans shall be binding and all provisions, conditions and requirements of the binding site plan shall be legally enforceable on the purchaser or any person acquiring a lease or other ownership interest of any lot, parcel or tract created pursuant to the binding site plan. A sale, transfer, or lease of any lot, tract or parcel created pursuant to the binding site plan that does not conform to the requirements of the binding plan approval, shall be considered a violation of this Title, and shall be restrained by injunctive action and shall be illegal as provided in RCW 58.17 PLATS - SUBDIVISIONS - DEDICATIONS.
- H. All subsequent development shall be in conformity with the approved binding site plan. Each binding site plan document shall reference the requirement for compliance with the binding site plan approval.

- I. Amendments to or vacations of an approved binding site plan shall be made through the process of this paragraph.
- J. Approved binding site plans may contain any easements, restrictions, covenants, or conditions as would a subdivision approved by the City.



APPENDIX -

SUBDIVISION & SHORT SUBDIVISION

ADMINISTRATIVE PROCEDURES AND STANDARDS

I. PRELIMINARY PLAT

- A. Application Submittal: Whenever it is proposed to subdivide land into 5 or more lots, tracts, sites or division, the applicant shall file with the Planning Department one 8-1/2" x 11" clear plastic reduction and 7 legible paper copies of the preliminary plat map on sheets 18" x 24" in size. Preliminary plat maps shall include or be accompanied by the following:
1. A completed general application form and environmental checklist. Said form and checklist to be obtained from the Planning Department.
 2. The filing fee required pursuant to the City ordinance adopting building and development related permit fees schedule and in accordance with the fee schedule available from the Planning Department.
 3. Names and addresses of all property owners within 300' of the subject property available from the County Assessor's Office.
 4. A vicinity map extending at least 800 feet in each direction from the proposed subdivision, or further if necessary, to assist in locating the subdivision. The vicinity map shall be drawn to a scale of one inch equals 800 feet. The vicinity map shall show the following:
 - a. Street layout in the subdivision;
 - b. Existing and tentatively approved street layout within 800 feet of the subdivision;
 - c. Zoning designations within and adjacent to the subdivision;
 - d. All property lines within 800 feet of the subdivision;
 - e. Streams or watercourses and public facilities, such as schools and parks;
 - f. All 100-year floodplain and designated shoreline boundaries in and within 800' of the proposed subdivision;

- g. Any other pertinent information that will assist in locating the proposed subdivision.
5. A title block in the lower right hand corner of the preliminary plat map showing:
- a. The proposed name of the subdivision;
 - b. The scale of the drawing;
 - c. The date of the drawing;
 - d. The name and address of the engineer, surveyor or other individual responsible for laying out the subdivision.
6. A detailed plan of the proposed subdivision drawn to scale of one inch equals 100 feet or larger, provided that for subdivision of 50 acres or more the Planning Director may authorize a smaller scale where an entire subdivision cannot be shown on a single sheet.

The detailed plan shall clearly show the following information:

- a. North arrow;
- b. The location, names and right-of-way widths of all existing and proposed streets and driveways within 250 feet of the boundaries of the proposed subdivision;
- c. The location, names and right-of-way widths of all proposed streets within the proposed subdivision and their proposed paved width;
- d. Lot layout with lot line dimensions, the area in the square feet contained in each lot;
- e. The location and use of all existing buildings within the proposed subdivision indicating which buildings are to remain and which are to be removed;
- f. The use and approximate location of all buildings within 150 feet of the boundaries of the proposed subdivision;
- g. The location, size and use of all contemplated and existing public areas within the proposed subdivision, and a description of the adaptability of the area for uses contemplated;

- h. The location, size and kind of public utilities in and adjacent to the proposed subdivision indicating those utilities which will provide service to the proposed development and their planned location within the subdivision;
- i. Location and disposition of any wells, creeks, drainage courses, drainageways, septic tanks, drainfields, 100-year floodplain boundary and easements in or within 200 feet of the proposed subdivision;
- j. Topography and 5-foot contours certified by the engineer or surveyor within the proposed subdivision; or, as an alternative, in the case of a partition of one acre or less, elevations at each existing and proposed property corner. One foot or two foot contours may be required at the discretion of the Planning Director;
- k. Topography and at least ten foot contours outside, but within 200 feet of the proposed subdivision. The base for such information shall be the National Geodetic Survey (U.S.G.S.); or other survey approved by the Planning Director;
- l. The location of all trees more than six inches in diameter at a height of four feet above grade within the proposed subdivision, and for 150 feet beyond the terminus of all dead end streets (individual trees in a stand of five trees or more need not be shown, but the are covered by the stand (dripline) shall be shown). For trees outside of the subdivision boundaries, the location of said trees may be based on aerial photographs or other methods acceptable to the Planning Director which does not require the applicant to trespass on adjacent property;
- m. For all 100-year floodplain boundaries shown on the vicinity map, the elevation of the 100-year flood at the point immediately upstream from the subdivision and the direction, and distance to said point;
- n. The location of identified hazards or development limitation ares identified by the City of Woodinville Sensitive Areas Map; and
- o. The location of any state shorelines and associated wetlands within the subdivision as defined by State law and the City of Woodinville Shoreline Master Program.

7. Profiles of all proposed streets within the proposed subdivision showing the grades to which the streets will be built and the existing groundline of the proposed streets including the probable future extensions of any stub (dead end) streets for a maximum distance of 150 feet beyond the boundaries of the subdivision. As an alternative, the preliminary plat map may show topography in two foot contours within 50 feet of each side of the centerline of all probable future extensions of any stub (dead end) streets for a distance of 150 feet beyond the boundaries of the proposed subdivision. The contour information shall be certified by a registered engineer or surveyor.
8. Slope analysis indicating areas where existing grades within the subdivision exceed 15%, 25% and 40%. The percentage and the area in square feet of the subdivision with slopes of 0 - 15%, 15 - 25%, and 25 - 40% and over 40% shall be noted. The percentage of slopes is to be covered by impervious surface and shall be noted for slopes in the 15 - 25% and 25 - 40% categories.
9. Such other additional information as the Planning Director deems necessary.

II. FINAL PLAT

- A. Application - The final plat application shall include the following:
 1. Final plat drawings in conformance with standards set forth below in Section B "Document Requirements" and the streets and access standards adopted by the City.
 2. A title insurance report, obtained no more than 90 days prior to submitting the final plat, confirming that the title of the lands as described and shown on said plat is in the name of the owners signing the plat's certificate and instrument of dedication.
 3. "As-built" subdivision improvement drawings, or a subdivision improvements performance security as specified below.

Note: The applicant shall furnish one set of as-built prints to be field verified by the City. Upon satisfactory corrections to the drawings final mylars shall be submitted as follows:

- a. One full size (24" x 36") photo mylar or original mylar. (City standards not required.);
- b. One reduced (11" x 17") photo mylar slick;

- c. One photo negative (8-1/2" x 11"); and
 - d. Five sets of full size and half-size prints.
4. A performance security as set forth in WMC 20A.06.210 Improvements Security for Performance and Warranty.
 5. Survey information in conformance with criteria set forth below in Section D "Other Requirements."
 6. A non-refundable final plat check and inspection fee in the amount specified by the Planning Director.
 7. A copy of all restrictive covenants proposed to be imposed upon land within the subdivision.
 8. Any other documentation deemed necessary by the Planning Director to show compliance with conditions of preliminary plat approval.
- B. Document Requirements - The final plat shall consist of one or more pages, each eighteen inches by twenty-four inches, clearly and legibly drawn on stable base mylar polyester film or equivalent approved material. All drawing and lettering shall be in permanent India ink with the lettering as formed by standard scribe guides using the point size recommended by the manufacture and free of all blots and imperfections which might cause the letter or number to be questionable. If ink is used on polyester base film, the ink shall be coated with a suitable substance to assure permanent legibility. The perimeter of the subdivision shall be depicted in heavier lines than appear elsewhere on the plat. The border shall be drawn completely around each sheet, leaving an entirely blank margin of two inches on the left side and one-half inch on all other sides. Each sheet of the final plat shall contain the subdivision name and sheet number, and each sheet containing a drawing shall also contain the scale and a north arrow showing the relation to true north where applicable. All signatures shall be written in permanent India ink. Every final plat shall include an accurate map of the subdivided land based upon a complete review thereof, with the error of closure of the plat computations not exceeding one one-hundredth of one foot. The plat map shall include:
1. All section, township, municipal and city lines lying within or adjacent to the subdivision.
 2. The location of all monuments or other evidence used as ties to establish the subdivision's boundaries.

3. The location of all permanent control monuments found and established within the subdivision in compliance with the provisions set forth below in Section D "Other Requirements" of this Appendix.
4. The boundary of the subdivision with complete bearings and lineal dimensions.
5. The length and the bearings of all straight lines; the radii, arc lengths, semitangents and delta angle of all road centering curves and radii, delta angle and arc length of right-of-way curves, with radial bearings at the beginning and ending of all non-tangent curves.
6. Both the record and measured bearings, angles and distances when the record bearings or angles or distances differ from measured bearings or angles or distances.
7. The length of each lot line, together with bearings, chord distance for curved lines and other data necessary for the locations of any lot line in the field.
8. The radial courses (labeled "R") for all lots, and all blocks tied to an intersection by bearings and distances.
9. The location, width, centerline and name or number of all streets within and adjoining the subdivision.
10. The width, disposition and description of all easements with the location shown with broken lines.
11. Numbers assigned to all lots within the subdivision.
12. Names of any adjacent subdivision(s).
13. Legal description of the land within the subdivision which agrees with the description contained in the title insurance report.
14. All dedications of streets or other areas to the public, an individual or individuals, religious society or societies or to any corporation, public or private. Roads not dedicated to the public must be clearly marked on the face of the plat as "Private". Any dedication, donation or grant as shown on the face of the plat shall be considered for all intents and purposes as a quitclaim deed to the donee or donees, grantee or grantees of his, her or their use for the purpose intended by the donors or grantors.

15. Location and disposition of any wells, creeks, drainage courses, drainageways, septic tanks, drainfields, 100-year floodplain boundary and easements in or within 200 feet of the proposed subdivision.
16. Minimum building setback lines from all major or minor watercourses, top of banks and native growth protection easements.

C. Certification - The following certificates shall be shown on the final plat. Items in subsections 1 and 2 of this section shall be signed before the final plat is submitted for review:

1. Surveyor - The surveyor shall place his seal and signature on the plat, along with:
 - a. A statement certifying that the plat was prepared by him, or under his supervision.
 - b. A statement certifying that the plat is a true and correct representation of the land surveyed.
 - c. A full and correct description of the land to be divided.
2. Owner - The following statements or certifications shall be placed upon the final plat by the owner:
 - a. A statement that the subdivision has been made with the free consent and in accordance with the desires of the owner or owners. Owners of other interests shown on the title report shall certify that they have notice of the subdivision.
 - b. If the plat is subject to a dedication, a certificate containing the dedication of all streets and other areas, together with a waiver of all claims for damages against any governmental authority which may be occasioned to the adjacent land from the required construction, drainage and maintenance of the area. The certificates shall be signed and acknowledged before a notary public by all parties having any ownership interest in the lands subdivided.
3. City Engineer - A statement of approval from the City Engineer approving the survey data, the layout of the streets, alleys and other rights-of-way, design of bridges, and utility systems including storm drainage, water and sanitary sewer.

4. County Office of Finance. A certification from the Director and Deputy Director of the Office of Finance that all taxes and delinquent assessments for which the property may be liable as of the date of certification have been duly paid, satisfied or discharged.
5. City of Woodinville City Clerk/Treasurer - A certification from the City of Woodinville City Clerk/Treasurer that all assessments and delinquent assessments for which the property dedicated for public use may be liable as of the date of certification have been duly paid, satisfied or discharged.
6. Date of examination and approval by the County Assessor and Deputy County Assessor.
7. Date of examination and approval by the City Council signed by the Mayor and City Clerk/Treasurer.
8. Recording certificate signature by the County Manager of the Division of Records and Elections and the Superintendent of Records.

D. Other Requirements:

1. Survey Data - In conjunction with the final plat document, the surveyor shall furnish the City Engineer with a full set of survey notes, which shall clearly show:
 - a. The ties to each monument established for the plat.
 - b. All necessary controlling reference points or monuments.
 - c. Sufficient data to determine readily the bearing and length of each line which may be in form of computer printout sheets or coordinate sheet.
 - d. The base meridian referred to showing its relation to true north based on Polaris observation or tie to National Ocean Survey (USC and GS) triangulation system, or other control acceptable to the City Engineer.
 - e. Complete subdivision of the section or sections, or as much thereof as necessary to properly orient the plat within same.
 - f. Corners of adjoining subdivisions or portions thereof, with ties.
 - g. Primary survey control points referenced to section corners and monuments.

2. Monuments - Every permanent survey control monument shall be noted on all plats of the subdivision.

III. SHORT SUBDIVISION

- A. Application Submittal - Whenever it is proposed to subdivide land into 4 or fewer lots, tracts, parcels, sites or divisions, the applicant shall file with the Planning Department one mylar original and 7 legible paper copies of the short subdivision on sheets 18" x 24" in size. Short subdivision maps shall include or be accompanied by the following:
 1. A completed general application form. Said form to be obtained from the Planning Department.
 2. The filing fee required pursuant to City ordinance adopting building and development related permit fees and in accordance with the fee schedule available from the Planning Department.
 3. Names and addresses of all adjoining property owners available from the County Assessor's Office.
 4. A vicinity map extending at least 800 feet in each direction from the proposed short subdivision, or further if necessary, to assist in locating the short subdivision. The vicinity map shall be drawn to scale of one inch equals 800 feet.
 5. A title insurance report or short plat certificate obtained no more than 90 days prior to submitting the short subdivision, confirming that the title of the lands as described and shown on said plat is in the name of the owners signing the plat's certificate or instrument of dedication.
 6. A title block in the lower right hand corner of the short subdivision map showing:
 - a. The proposed name of the short subdivision.
 - b. The scale of the drawing.
 - c. The date of the drawing.
 - d. The name and address of the engineer, surveyor or other individual responsible for laying out the short subdivision.

7. A detailed plan of the proposed short subdivision drawn to scale of one inch equals 100 feet or larger. The detailed plan shall clearly show the following information:
 - a. North arrow.
 - b. The location, names and right-of-way widths of all existing and proposed streets and driveways within 250 feet of the boundaries of the proposed short subdivision.
 - c. The location, names and right-of-way widths of all proposed streets within the proposed short subdivision and their proposed paved width.
 - d. Lot layout with lot line dimensions, the square feet contained in each lot.
 - e. The location and use of all existing buildings within the proposed short subdivision indicating which buildings are to remain and which are to be removed.
 - f. The use and approximate location of all buildings within 150 feet of the boundaries of the proposed short subdivision.
 - g. The location, size and use of all contemplated and existing public areas within the proposed short subdivision, and a description of the adaptability of the area for uses contemplated.
 - h. The location, size and kind of public utilities in or adjacent to the proposed short subdivision indicating those utilities which will provide service to the proposed development and their planned location within the short subdivision.
 - i. Location and disposition of any wells, creeks, drainage courses, drainageways, septic tanks, drainfields, 100-year floodplain boundary and easements in or within 200 feet of the proposed short subdivision.
 - j. Topography and 5-foot contours certified by the engineer or surveyor within the proposed short subdivision; or, as an alternative, in the case of a partition of one acre or less, elevations at each existing and proposed property corner. One foot or two foot contours may be required at the discretion of the Planning Director.

- k. Topography and at least ten-foot contours outside, but within 200 feet of the proposed short subdivision. The base for such information shall be the National Geodetic Survey (U.S.G.S.).
 - l. The location of all trees more than six inches in diameter at a height of four feet above grade within the proposed short subdivision, and for 150 feet beyond the terminus of all dead end streets (individual trees in a stand of five trees or more need not be shown, but the area (dripline) covered by the stand shall be shown).
 - m. For any 100-year floodplain boundaries within the short subdivision, indicate the elevation of the 100-year flood at the point immediately upstream from the short subdivision and the direction, and distance to said point.
 - n. The location of identified hazards or limitations to development as identified by City of Woodinville Sensitive Areas Map.
 - o. The location of any state shorelines and associated wetlands as defined by State law and City of Woodinville Shoreline Master Program within the proposed short subdivision.
8. Profiles of all proposed streets within the proposed short subdivision showing the grades to which the streets will be built and the existing groundline of the proposed streets including the probable future extensions of any stub (dead end) streets for a maximum distance of 150 feet beyond the boundaries of the short subdivision.
 9. Survey information including a full set of survey notes which shall clearly show:
 - a. The ties to each monument established for the short plat.
 - b. All necessary controlling reference points or monuments.
 - c. Sufficient data to determine readily the bearing and length of each line which may be in form of computer printout sheets or coordinate sheet.
 - d. The base meridian referred to showing its relation to true north based on Polaris observation or tie to National Ocean Survey (USC and GS) triangulation system, or other control acceptable to the City Engineer.

- e. Complete subdivision of the section or sections, or as much thereof as necessary to properly orient the plat within same.
 - f. Corners of adjoining subdivisions or portions thereof, with ties.
 - g. Primary survey control points referenced to section corners and monuments.
10. The location of every permanent survey control monument for the short subdivision.
 11. Such other additional information as the Planning Director deems necessary.