

PRELIMINARY PLAT



Physical Address: Auburn City Hall Annex, 2 nd Floor 1 E Main St	Mailing Address: 25 W Main St Auburn, WA 98001	Phone and Email: 253-931-3090 permitcenter@auburnwa.gov	Apply Online: www.MyBuildingPermit.com Select: Auburn Land Use New None Preliminary Plat
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INFORMATION SHEET

What is a Subdivision?

A subdivision is the land use process that provides general approval of division or re-division of land into 10 or more lots, tracts, parcels, sites, or divisions for the purpose of sale, lease, or transfer of ownership or development. A subdivision may be used to create lots in residential or other zoned areas, clustered residential subdivision lots, or small lot infill development.

What is a Preliminary Plat?

A Preliminary Plat is a neat and approximate drawing of a proposed subdivision showing the layout of streets, alleys, lots, blocks, utilities, and other elements of a subdivision consistent with [RCW 58.17](#) and provisions of [Chapter 17.10 ACC](#) (Auburn City Code). The purpose of this preliminary plat application is to provide an initial review and decision of the proposal's conformance to standards. Generally, separate sheets contain survey level information (lot configuration, etc.) and separate sheets for proposed improvements (proposed roads, utilities, etc.), but drawings may be combined based on complexity and legibility.

What is a Type III decision?

This process is a quasi-judicial land use decision made by the City of Auburn Hearing Examiner following a public hearing. The Hearing Examiner is responsible by City Code to interpret, review, and implement land use, land division, and other ordinances and regulations. City staff conducts an initial review of the application and prepares written staff report recommending a decision to the City's Hearing Examiner who conducts the public hearing. Interested persons can participate by giving written or verbal comments on a proposed project or issue. Following the public hearing, the Hearing Examiner issues a written decision that can be appealed to the Superior Court of the county in which the property is located (King or Pierce County).

Can you cluster lots within a subdivision?

In certain areas of the City, the City of Auburn allows clustering of lots within a subdivision onto a portion of the site, while maintaining the density. In certain locations clustering is mandatory. Clustering allows future development to occur at an appropriate density and location for infrastructure services; it also protects environmentally critical areas or cultural/historic features by clustering lots away from these areas. The standards by which clustering is allowed is set forth in [Chapter 17.26 ACC](#).

When is a Neighborhood Review Meeting Required?

Per [ACC 18.02.130](#), neighborhood review meetings are required to be held by the Applicant in advance for a residential subdivision project comprising forty (40) or more lots or units; or multi-family residential projects comprising forty (40) or more units; or mixed-use development projects comprising forty (40) or more units.

What are the submittal requirements?

For the list of submittal requirements please review the "Preliminary Plat Review Checklist".

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

At the time you submit an application, you must submit all of the written and plan information listed in this handout under "Subdivision Application Submittal Checklist". Within 28 calendar days of receiving your application, City staff will determine if the application is complete based on the attached checklist. If your application is complete, you will be notified in writing by City staff. If your application is incomplete, you will be notified in writing by City staff listing the required information to make it complete.

What are the criteria for Preliminary Plat approval?

The preliminary plat must conform to general requirements for subdivision including [ACC 17.10.070](#) (Findings of Fact) and [RCW 58.17.110](#) (Factors to be considered and Findings).

What is SEPA and when is it applicable?

Preliminary plats may be subject to compliance with the Washington State Environmental Policy Act (SEPA) based on the presence of critical areas; more than 500 cubic yards of proposed earthwork, required licensing for air emissions or discharges to water; or over 20 lots (WAC 197-11-800(2)(d)). An environmental checklist must be submitted with the preliminary plat application. The City issues a SEPA threshold determination, or other SEPA decision as provided in [Chapter 16.06 ACC](#), [Chapter 43.21C RCW](#) and [Chapter 197-11 WAC](#); after the required Notice of Application comment period expires, or concurrently utilizing the Optional DNS (Determination of Non-Significance) pursuant to [WAC 197-11-355](#). The SEPA decision is final unless the threshold determination is revised by the City based on further comments during the comment period or is appealed during the appeal period. The appeal period is 14 days for a determination of non-significance and 21 days for a mitigated determination of non-significance. If appealed, the appeal must be filed with the City Clerk per [ACC 16.06.230](#) and it will be heard by the Hearing Examiner pursuant to [ACC 2.46.130](#). If the SEPA Responsible Official issues a Determination of Significance because of probable significant impacts by the proposal, an Environmental Impact Statement (EIS) will be required before the City makes any decision on this application.

What if there are Critical Areas on the property?

Projects that involve work within or adjacent to critical areas (e.g., wetlands, streams, floodplain, steep slopes, ground water protection areas) may require that the Applicant provide critical areas report prepared in accordance with Chapter 16.10 ACC or the City contract out for expert technical assistance concurrent with the preliminary plat application. Pursuant to [Chapter 16.10 ACC](#), the applicant is responsible for providing requested information, mapping, studies, materials, and for paying for inspections or review by a qualified professional acceptable to the City. Please contact the Planning Division at the earliest possible point to determine if your project will be subject to these requirements.

Will I need to dedicate property to the City?

In accordance with [Chapter 17.14.050 ACC \(Street Requirements\)](#), public roads that have insufficient width or do not meet minimum standards may require the abutting property to dedicate a portion of their site to the City.

What are Impact Fees?

Impact Fees are fees associated with new development to mitigate the impacts of the particular development. Impact fees are typically assessed and required to be paid at the time of building permit(s) issuance, unless a deferral is applied for and approved. Such fees may include fees when there is an associated impact to streets, fire service, schools, and city parks per [Title 19 ACC](#).

What happens after a Preliminary Plat is approved?

Preliminary plat approvals for the general configuration and conditions are valid for a period of seven years following the date of the notice of final decision ([ACC 17.10.110](#) Time limitations). After preliminary plat approval is granted, subsequent applications and approvals are necessary for civil improvements and the final plat. Engineering design and construction in compliance with [Chapter 17.14 ACC](#) (Improvement Requirements), must be completed and conditions of preliminary plat approval satisfied. Then an application for final plat can be submitted to the City for review. Various City staff will review and once deemed to be consistent with all applicable city improvement standards and requirements in effect on the date of preliminary plat approval the final plat will be signed by city officials and returned to the applicant for recording with the county recorder's office. The applicant is required to provide the city with a copy of the recorded plat.

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