

PRELIMINARY SHORT PLAT

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Select: Auburn | Land Use | New | None |
Preliminary Short Plat

INFORMATION SHEET

What is a Short Subdivision?

A short subdivision is the division or redivision of land into nine or fewer lots, tracts, parcels, sites, or divisions for the purpose of sale, lease, or transfer of ownership, consistent with the provisions of [Chapter 17.09 ACC](#) (Auburn City Code) and State law of Chapter 58.17 RCW. .

What is a Preliminary Short Plat?

A Preliminary Short Plat is a neat and accurate drawing or set of drawings of a proposed subdivision showing the layout of streets, alleys, lots, blocks, utilities, and other elements of a subdivision consistent with [Chapter 58.17 RCW](#) and provisions of [Chapter 17.09 ACC](#). The purpose of this preliminary short plat application is to provide an initial review and decision of the proposal's conformance to standards. Generally, separate pages contain survey level information (lot configuration, etc.) and separate sheets for proposed improvements (proposed roads, utilities, etc.), but drawings may vary based on complexity and legibility. Decisions on preliminary short plat applications are either Type I or Type II decisions.

What is a Type I and Type II decision?

Type I decisions are administrative decisions made by the City which are not subject to environmental review under the State Environmental Policy Act (SEPA) codified at [Chapter 43.21C RCW](#).

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

In each case, the written decision can be appealed to the 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](#).

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 application under "Short 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 required information to make it complete.

What are the criteria for Preliminary Short Plat approval?

The preliminary short plat must conform to general requirements for subdivision including [ACC 17.09.035](#) Survey requirements, [ACC 17.09.050](#) Development Requirements, [ACC 17.09.060](#) Preliminary Short Subdivision Approval and [RCW 58.17.110](#), (Factors to be considered and Findings). Appropriate provisions must be made for, but not limited to, the public health, safety, open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies and sanitary wastes, and shall consider all

relevant facts, including sidewalks, and other features that assure safe walking conditions for students who walk to and from school; and whether the public interest will be served by the short subdivision.

When is SEPA applicable?

Short plats are exempt from the Washington State Environmental Policy Act (SEPA), except when a proposed action is, for example, within a critical area, includes grading of more than 500 cubic yards of fill and/or cut, involves , or if the short plat is an action that is not exempt per [ACC 16.06.055](#). 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 ACC 16.10 or the City contract out for expert technical assistance concurrent with the preliminary short 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 [ACC 17.09.050](#), 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 Short Plat is approved?

Preliminary approvals for short subdivisions shall be valid for a period of seven years following the date of the notice of final decision if the date of the preliminary short plat approval is on or before December 31, 2014, and within five years of the date of preliminary short plat approval if the preliminary short plat approval is on or after January 1, 2015. After approval is granted, subsequent applications and approvals are necessary for civil improvements and the final short plat. Engineering design and construction in compliance with [Chapter 17.14 ACC](#) (Improvement Requirements), must be completed and any conditions of preliminary plat approval satisfied. Then an application for final plat can be submitted to the City for review. Once approved, the final short plat application must then be recorded with the county recorder's office in which the property is located. The final short subdivision must be recorded within 30 days or the final short subdivision shall become null and void. 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.