



DEPARTMENT OF COMMUNITY DEVELOPMENT  
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Federal Way, WA 98003-6325  
253-835-2607; Fax 253-835-2609  
[www.cityoffederalway.com](http://www.cityoffederalway.com)

## PRELIMINARY PLAT SUBMITTAL REQUIREMENTS

### PURPOSE

A preliminary plat application allows the division or re-division of land into ten or more lots for the purpose of sale, lease, or transfer of ownership. A preliminary plat may be a conventional or cluster subdivision, cottage housing, zero-lot line townhouse development, or small lot detached development of ten or more lots. A final plat must be approved and recorded before newly created lots may be legally sold. (Refer to the Final Plats Submittal Requirements handout for information on final plats.)

### PROCESSING AND DECISION

The preliminary plat application is processed under the provisions of *Federal Way Revised Code* (FWRC) Chapter 18.35, "Preliminary Plat." Your application will be evaluated on the basis of the information you provide, the criteria listed in the pertinent sections of the city's regulations and inspection of the property. Preliminary plats shall be designed to the standards of Chapter 18.55 FWRC "Design Criteria" and Chapter 18.60 FWRC "Subdivision Improvements." The city's Hearing Examiner will hold a public hearing on the preliminary plat and issue a decision within 10 working days following conclusion of all testimony.

### APPEALS

Any decision on a preliminary plat can be appealed to King County Superior Court. See FWRC 18.35.210, for detailed information regarding appeals of preliminary plat decisions.

### PREAPPLICATION CONFERENCE

Applicants are required to schedule a **preapplication conference** to become familiar with FWRC policies, requirements, and regulations. It is also an opportunity to coordinate with city departments and obtain their comments on the proposed subdivision. A preapplication conference is required for all preliminary plats which are subject to SEPA review. Refer to the city's preapplication conference handout for information.

### COMPLIANCE WITH SEPA

Preliminary plats are subject to *State Environmental Policy Act* (SEPA) review. For a detailed explanation of the city's environmental policy, refer to FWRC Title 14.

### ENVIRONMENTALLY CRITICAL AREAS

Projects that involve work within environmentally critical areas may require the applicant to provide information, mapping, studies, and materials and have the city's third party consultant review the information at the applicant's expense. You will be advised if your project will be subject to these types

of expenses.

### **SHORELINES**

Subdivisions that are within 200 feet of the ordinary high water mark of Puget Sound, Steel Lake, North Lake, or Lake Kilarney require review under the city's Shoreline Master Program. Applicants should talk with department staff for further information regarding shoreline regulations prior to submitting a formal application.

### **TRAFFIC RELATED REQUIREMENTS**

All preliminary plats are subject to transportation concurrency and Traffic Impact Fee requirements. Refer to the concurrency information and Traffic Impact Fee handouts or speak with Public Works staff for additional information.

### **HOW TO APPLY**

The applicant (owner or owner's appointed agent) files a complete application with the Community Development Department using the Master Land Use Application form which can be obtained on the city's website ([www.cityoffederalway.com](http://www.cityoffederalway.com)).

All application materials must be submitted electronically. Please visit our website at <https://www.cityoffederalway.com/node/4588> to request a document upload link and obtain information on how to successfully prepare your application materials for electronic submittal and review.

A complete application is required before the city can proceed with technical analysis and make an informed decision on your application. Following is a list of materials that must be submitted with your application. Please do not turn in your application until all items on the list that apply to your proposal have been included. Incomplete applications or improperly named/formatted documents will not be accepted. Consult with the Community Development Department's Permit Center (253-835-2607, or [permitcenter@cityoffederalway.com](mailto:permitcenter@cityoffederalway.com)) regarding fees and the application process and/or if you have any questions. All application materials become public information.

# PRELIMINARY PLAT SUBMITTAL REQUIREMENTS

Project Name: \_\_\_\_\_

Project Description: \_\_\_\_\_

Applicant/Agent: \_\_\_\_\_

File No(s): \_\_\_\_\_

Required	Submitted	
<input type="checkbox"/>	<input type="checkbox"/>	Completed <i>Master Land Use Application</i> , including signatures of persons with ownership interest in the property. Agent authorization is required if the application is not signed by owners of all subject parcels.
<input type="checkbox"/>	<input type="checkbox"/>	Application fees, including SEPA fees.
<input type="checkbox"/>	<input type="checkbox"/>	<i>Concurrency Application</i> with associated fee.
<input type="checkbox"/>	<input type="checkbox"/>	Copy of <i>summary letter</i> and <i>checklist</i> from the Preapplication Conference.
<input type="checkbox"/>	<input type="checkbox"/>	<i>Current title</i> report or plat certificate, prepared within the last 90 days, including any easements or restrictions affecting the properties with a description, purpose, and reference by auditor's file number and/or recording number; parties of interest; and any restrictions or covenants running with the property.
<input type="checkbox"/>	<input type="checkbox"/>	<i>Certificate of water availability</i> , signed within a year of the date of application.
<input type="checkbox"/>	<input type="checkbox"/>	<i>Certificate of sewer availability</i> , signed within a year of the date of application, unless the site is to be served by an on-site septic system; <i>or</i> <i>Seattle-King County Health Department approval</i> of the proposed subdivision if the project is to be served by an on-site septic system.
<input type="checkbox"/>	<input type="checkbox"/>	<i>Preliminary Technical Information Report (TIR)</i> per the <i>King County Surface Water Design Manual (KCSWDM)</i> . The TIR must include a Level I downstream analysis and must address relevance of the 8 Core and 5 Special Requirements of the KCSWDM.
<input type="checkbox"/>	<input type="checkbox"/>	<i>School Access Analysis</i> .
<input type="checkbox"/>	<input type="checkbox"/>	<i>Critical Area Report</i> , if required per FWRC 19.145.080
<input type="checkbox"/>	<input type="checkbox"/>	Completed, signed, and dated <i>SEPA checklist</i> .
<input type="checkbox"/>	<input type="checkbox"/>	Additional information as required by the Community Development and/or Public Works Departments.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed preliminary plat drawings <i>as specified below</i> . <ul style="list-style-type: none"> <li>• The drawings shall be drawn to scale of 1" = 100' or larger (1:50 is preferred)</li> <li>• Minimum plan sheet size shall be 24 x 36 inches.</li> </ul>

Required      Submitted

□	□	<b>Preliminary Plat Drawing</b> including, but not limited to:
		<ul style="list-style-type: none"> <li>• Proposed name of subdivision. (You may wish to check with King County to make sure that the name has not yet been used.)</li> <li>• Location by section/township/range and legal description.</li> <li>• Name, address, and phone number of the developer.</li> <li>• Name, address, and phone number of each property owner.</li> <li>• Name, address, and phone number of registered land surveyor.</li> <li>• Scale of plat, date, &amp; north arrow (subsequent resubmittals must have revision date).</li> <li>• Existing topography of the land indicated by contours of two-foot intervals for slopes less than 15 percent and five-foot intervals for slopes of 15 percent or greater. Identify all slopes 40 percent or greater on or within 25 feet of the site.</li> <li>• Location and extent of significant natural features on and immediately adjacent to the site. Such features shall include but are not limited to streams, wetlands, views, stands of trees, and water bodies to the extent that significant natural features and/or their associated buffers affect the short subdivision.</li> <li>• Comprehensive plan and zoning classifications of subject and adjoining properties.</li> <li>• Adjacent common ownerships and the land or lot divisions of adjoining properties not in common ownership for a distance of at least 100 feet around the perimeter of the property proposed for the subdivision. A separate list of names may be used for clarification purposes.</li> <li>• Location, widths, and names of existing or prior platted streets; railroad, or utility rights-of-way or easements; parks or other public spaces; and existing permanent structures to be retained within and adjacent to the proposed subdivision. Where the property has been previously subdivided, the original lots, blocks, street easements, etc., shall be shown in dotted lines in scale with the proposed subdivision. Show distance between existing structures to be retained and property lines. (Show pavement widths, planter strips, sidewalks, utility poles, etc.)</li> <li>• Existing and conceptually proposed water, sewer, and drainage utilities on, under, or over the land showing size, grades, and location.</li> <li>• Locations and widths of proposed streets, utility rights-of-way and easements.</li> <li>• Layout, number, and dimensions of proposed lots. Include square footage of each lot.</li> <li>• Parcels of land intended to be dedicated for public use, or reserved for the use of owners of the property in the subdivision.</li> <li>• Building setback lines.</li> <li>• The location of all ditches, culverts, catch basins, and other parts of the design for the control of surface water drainage. Typical roadway sections, existing and proposed, including streetlights and street trees.</li> <li>• A statement explaining how open space shall be provided. For conventional subdivisions, open space in the amount of 15 percent of the gross land area of the subdivision site is required to be provided. If the city determines that the location, quality, or extent of the required open space would not fulfill the intent or purpose of useful common open space, a payment of an equivalent fee-in-lieu of the required project open space shall be paid pursuant to FWRC 18.55.060(2)<sup>1</sup>.</li> <li>• Vicinity map with labeled streets and north arrow showing the proposed subdivision's relation to the area.</li> <li>• List the height of all retaining walls and rockeries existing and proposed.</li> <li>• The city's file number will be assigned upon application. Include the file number on</li> </ul>

<sup>1</sup> Open space requirements for cottage housing, zero-lot line town house development, and small lot detached development can be found in FWRC 18.55.060.

		subsequent resubmittals.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Landscape Plan</b>
		<ul style="list-style-type: none"> <li>• Must be prepared by a licensed landscape architect, see FWRC 19.125.035(1)(a)</li> <li>• Identifying existing wooded areas, meadows, rock outcroppings, proposed and required landscape buffers, open spaces, street trees, ornamental landscaping, other landscape features, and stands of trees.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Preliminary Clearing and Grading &amp; Tree/Vegetation Retention Plan</b>
		<ul style="list-style-type: none"> <li>• Plan must be consistent with Chapter 19.120.040 FWRC, Clearing, Grading, and Tree and Vegetation Retention.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Property Survey</b>
		<ul style="list-style-type: none"> <li>• Survey of the proposed subdivision certified by a registered land surveyor that it is a true and correct representation of the lands actually surveyed.</li> <li>• Plan must be in stamped by a registered land surveyor.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Phasing Plan</b>
		<ul style="list-style-type: none"> <li>• Phasing plans showing divisions of the plat and proposed time-table for construction of each division, if applicable.</li> </ul>

**Information for Buildable Lands Calculation**  
(Please provide this information in tabular form on the preliminary plat drawing.)

Category	#Acres
<i>Gross Plat Area</i> – Acreage of the site to be platted prior to any dedications or set-asides.	
<i>Critical Areas</i> – Acreage precluded from development due to wetlands and buffers; streams and buffers; regulated lakes and buffers; shoreline setbacks; flood hazard areas; erosion hazard areas; and landslide hazard areas.	
<i>Rights-of-way</i> – Acreage dedicated for public rights-of-way (both newly created streets and expansions of existing streets); private access tracts or easements; alleys.	
<i>Public Purpose</i> – Acreage of site to be used for retention/detention/drainage facilities; open space and parks; or other on-site public facilities. Do not include public utilities easements or landscaping.	
<i>Net Plat Area</i> – Gross plat area minus critical areas, rights-of-way, and public purpose. In most cases, this will be the sum of the areas of the house lots.	