



## CITY OF BLACK DIAMOND

Community Development Dept.

24301 Roberts Drive / PO Box 599  
Black Diamond, WA 98010  
(360) 851-4567

# PRELIMINARY LONG PLAT CHECKLIST

## **ABOUT PRELIMINARY PLATS:**

A subdivision is the division or re-division of land in to seven or more lots, tracts, parcels, or sites for the purpose of sale, lease, or transfer of ownership, except as provided in BDMC 17.04.030.

A preliminary long plat application will not be accepted for property within an MPD zone unless there is a previously approved master planned development (MPD) permit. A preliminary plat application will not be accepted for property that is part of a MPD permit application unless the city, pursuant to Section 18.98.050(C) of this code, authorizes the simultaneous processing of the subdivision application.

Preliminary approval is the first step in the subdivision process and is followed by completion of all required site improvements, and final plat approval.

Public notice is required for preliminary plat applications. Once the application has been determined to be complete, City staff will issue a formal notice of application to property owners within 300-feet of the property, publish it in the paper, online, and post on site. A fourteen-day public comment period will follow.

## **REVIEW PROCESS:**

A **pre-application meeting** is recommended prior to the formal short plat submittal.

Preliminary Approval of a Plat is a Type 3 decision made by the Hearing Examiner. The approval criteria are as follows (abbreviated, full criteria in BDMC 17.15.020):

1. Is consistent with the comprehensive plan, design standards, zoning regulations;
2. Meets maximum and minimum density standards for the zone;
3. The public use and interest is served;
4. Does not increase the risk of flood or inundation conditions on- or off-site;
5. Applicable city development standards are met or exceeded;
6. All environmental impacts have been addressed;
7. Concurrency exists for all utilities and transportation system improvements;
8. If the proposal is in an approved MPD, the proposed subdivision shall be consistent with the approved MPD and MPD standards;
9. There shall be connectivity of motorized and nonmotorized transportation routes, open spaces and wildlife corridors;
10. The use of cul-de-sacs and other dead-end streets shall be minimized;
11. Appropriate provision has been made for the dedication of land to any public body, and provision of public improvements has been made as necessary;
12. The streetscape and public open space amenities shall be compatible with any adjacent project that has been approved for development as an MPD;
13. The proposed subdivision provides safe walking conditions for students who walk to and from school; and
14. The proposed subdivision provides for tree preservation consistent with the provisions of chapter 19.30.

## **Code References**

Concurrency Management

Title 11 BDMC

Divisions of Land

Title 17 BDMC

Zoning and Procedures

Title 18 BDMC

Environment

Title 19 BDMC

## **Resources**

King County iMap

Black Diamond Zoning Map

## **Questions?**

Planning Division

Permit Status

**City of Black Diamond**

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[www.blackdiamondwa.gov](http://www.blackdiamondwa.gov)



The decision will be made within 120 days of the application being determined complete by the City.

The approval given to a preliminary plat shall expire seven years following the approval date unless a proposed final plat meeting all the requirements of this chapter and the conditions of preliminary plat approval is submitted to the city.

## SUBMITTAL REQUIREMENTS

1. ☐ Completed, signed Master Application Form - Planning Division
2. ☐ Copies of the preliminary plat drawing, prepared by a professional land surveyor or engineer using acceptable drafting standards, containing:
  - a. North arrow and scale (preferred 1" = 40' but no smaller than 1" = 100')
  - b. A title block on the drawing showing:
    - i. The proposed name of the proposed subdivision.
    - ii. The name, address and telephone number of the applicant and the property owner.
    - iii. The name, address and telephone number and seal of the professional land surveyor or engineer who prepared the preliminary plat documents.
  - c. Vicinity map drawn to a scale of 4" = 1 mile of sufficient detail to orient the location of the original parcel(s).
  - d. The legal description of land contained within the proposed subdivision.
  - e. The boundary lines of the proposed subdivision.
  - f. The boundaries and approximate dimensions, including square feet of lot area for all lots and parcels within the proposed subdivision, together with the numbers to be assigned to each block and lot.
  - g. The proposed location and width of all existing and proposed streets, alleys, roads and easements within the proposed subdivision and adjacent thereto.
  - h. The location and, where ascertainable, sizes of all permanent buildings, wells, watercourses, bodies of water (indicating the high water mark or top of the bank), all overhead and underground utilities, municipal boundaries, section lines, township lines and other important features existing upon, over or under the land proposed to be subdivided.
  - i. Contour lines of at least five-foot intervals or sufficient intervals to show the topography of the land.
  - j. Generalized plans of proposed water distribution systems, storm sewers, sewerage systems and shoreline modifications, if any, indicating locations and sizing.
  - k. A layout of proposed buffer zones, or no-build areas and parcels proposed to be dedicated or reserved for public or community school, park, playground, open space and trail networks, wildlife corridors, and perimeter buffers or other uses.
  - l. Owners of land adjacent to the subdivisions and the names of any adjacent subdivisions shall be identified on the preliminary plat map.
  - m. If the plat constitutes a replat, the lots, block, streets, etc., lines of the original plat shall be shown with dotted lines in their proper positions in relation to the new arrangement on the plat, the new plat being clearly shown in solid lines.
  - n. If the proposed plat is part of an approved MPD, the proposed preliminary plat drawing shall show road, trail, utility, and other connections to adjacent MPD properties, as well as adjacent approved MPD uses.
  - o. All environmentally sensitive areas, their buffers, and minimum building setbacks.
  - p. If the subdivision is proposed to occur in two or more phases, the proposed phases shall be clearly shown and labeled.
  - q. A table listing the gross density, net density, density proposed through use of the city's transfer of development rights program, minimum lot size, maximum lot size and average lot size for the proposed subdivision.



**Preliminary Long Plat Checklist**

3. ☐ Proposed street and utility plans showing proposed locations, sizing, and alignment, and of plans showing areas of existing trees and natural vegetation to be retained, and those to be removed.
4. ☐ Completed SEPA environmental checklist.
5. ☐ Preliminary outline of any areas within the subdivision to be dedicated or reserved for public or common use, with the purposes indicated thereon and, in the dedication or restrictive covenant.
6. ☐ Title report, no older than 30 days.
7. ☐ Storm drainage design analysis at a level of detail to allow for accurate sizing of storm drainage facilities and tracts.
8. ☐ Water Availability Certificate
9. ☐ Sewer Availability Certificate
10. ☐ Copies of all development right certificates (DRCs), if applicable.
11. ☐ Any further information required by the terms of a previously approved MPD permit that is required by the approval to be shown on the plat or required to be constructed as part of the subdivision approval process.
12. ☐ A tree survey, if required.
13. ☐ Names and addresses of all persons having an ownership interest.
14. ☐ Additional plans and studies may be required (i.e., Wetland Delineation, Critical Areas Report, Geotechnical Study, Traffic Study, Cole Mine Hazard Study, Stormwater Report etc.)