



**CITY OF BLACK
DIAMOND**
Community Development Dept.
24301 Roberts Drive / PO Box 599
Black Diamond, WA 98010
(360) 851-4567

PRELIMINARY SHORT PLAT CHECKLIST

ABOUT SHORT PLATS:

A short plat (subdivision) approval is required when land is being divided into six or fewer parcels, lots, tracts, or sites for the purpose of sale, lease, transfer or building development which has not been divided as part of a Short Plat within a period of five years.

Preliminary approval is the first step in the short subdivision process and is followed by completion of all required site improvements, and final plat approval. For Final Short Plat procedures see BDMC 17.32.070 – .100.

Public notice is required for preliminary short 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 Short Plat is a Type 2 decision made by the Director. City Departments review for the following items:

1. Ingress and Egress, public streets, curbs, storm sewers, sidewalks, and streetlights
2. Adequate water, sewer, and storm capacity and availability
3. Adequate fire flow
4. Sensitive areas
5. Lot Standards, i.e., square footage, minimum lot width, ability to meet development standards, etc.
6. Any other relevant aspects of the Short Plat Proposal

The criteria in BDMC 17.15.020 must be met to approve any subdivision.

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

Preliminary approval shall expire within five years following approval, and no extensions shall be granted.

Code References

Concurrency Management
Title 11 BDMC

Preliminary Plat Approval Criteria
Chapter 17.15 BDMC

Short Subdivisions
Chapter 17.32 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

24301 Roberts Drive
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www.blackdiamondwa.gov



Preliminary Short Plat Checklist

SUBMITTAL REQUIREMENTS

1. ☐ Completed, signed Master Application Form - Planning Division
2. ☐ Proposed Short Plat survey drawings

Must be prepared by a licensed land surveyor or engineer. The following information must appear in standard format on the short subdivision plat map and final Mylar (*final Mylar shall be submitted only after approval of the proposal*):

- a. Scale and north arrow. Preferred scale 1" = 40' but in no case shall be smaller than 1" = 100'.
 - b. A title block in the lower right corner of the drawing showing: proposed name of short plat; date of drawing; name and address of the engineer, surveyor, or individual responsible for laying out the short plat.
 - c. Name and address of the owner of record of the "Original Tract."
 - d. Vicinity map drawn to a scale of 4" = 1 mile of sufficient detail to orient the location of the original tract.
 - e. The Plat shall show the boundary and dimensions of the "Original Tract" including:
 - i. Bearings and length of all boundary lines
 - ii. Assessor's parcel number
 - iii. Section, Township, Range
 - iv. All adjoining public or private roads and identifying names of such.
 - f. Tract(s) of land proposed to be sold or leased, each tract of which is identified by numerical designation dimensions and bearings of each lot boundary line.
 - g. Location and width of access to all short-platted lots proposed.
 - h. Accurate location and dimensions of all existing structures.
 - i. Location of all public and/or private utility service lines including but not limited to water, sewer, stormwater, underground/ overhead phone/ power, natural gas, and TV cable.
 - j. Distance to nearest fire hydrant, as measured from the furthest proposed lot corner abutting a roadway, easement, or joint use driveway, etc.
 - k. All environmentally sensitive areas and their buffers.
 - l. Topography showing existing and proposed contours at five-foot contour intervals.
 - m. Space on a second sheet shall be reserved for comments and appropriate signatures.
 - n. If the proposed plat is part of an approved MPD, the proposed short plat drawing shall show road, trail, utility, and other connections to adjacent MPD properties, as well as adjacent approved MPD land uses.
3. ☐ SEPA Environmental Checklist, if required.
 4. ☐ Water and sewer availability certificates
 5. ☐ Title report dated no older than 30 days
 6. ☐ If the proposed short plat is in an approved MPD, a copy of the signed and recorded MPD development agreement.
 7. ☐ Traffic Concurrency Application
 8. ☐ 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.)