

Title 17 SUBDIVISIONS

Chapter 17.04

GENERAL PROVISIONS

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17.04.050 Definitions.

The following definitions apply throughout this title:

- A. "Administrator for short subdivision" means the administrative official or his designate.
- B. "Cul-de-sac" means a dead-end street terminating in a circular area with a minimum diameter of 80 feet. The improved portion of the circular area shall be 64 feet in diameter.
- C. "Dedication" means the deliberate setting aside of land by an owner for any general and public use, reserving to himself no other rights than such as are compatible with the full exercise and enjoyment of the public uses to which the property has been devoted. The intention to dedicate shall be evidenced by the owner by the presentment for filing of a plat showing the dedication thereon, and the acceptance by the public shall be evidenced by the approval of such plat in the manner provided in this title.
- D. "Easement" means a right given by a property owner of the use of a strip of land by the public, a corporation or persons for specific purpose or purposes. Minimum width of road easement shall be 20 feet with improved surface to be determined at the discretion of the administrative official.
- E. "Improved roadway" means that portion of the street right-of-way which is surfaced with an asphaltic or better surface.
- F. "Lot" means a fractional part of subdivided lands having fixed boundaries, ~~and~~ being of sufficient area, ~~and~~ dimension to meet minimum zoning requirements, ~~and having a minimum~~ development requirements. 75-foot-frontage on a public right-of-way or a minimum 30-foot frontage on the circular portion of a cul-de-sac.
- G. "Lot, parent" means a lot which is subdivided into unit lots through the unit lot subdivision process.
- H. "Lot, unit" means a lot created from a parent lot and approved through the unit lot subdivision process.
- I. "Lot split" means the administrative process of dividing an existing lot into two.
- ~~G.J.~~ "Plat" means a map or pictorial representation of a subdivision.
- ~~H.K.~~ "Short subdivision" means the division of land into four or fewer lots, tracts, parcels, sites, or divisions for the purpose of sale, lease, transfer, or building development. Short subdivision includes unit lot subdivisions that divides or redivides land into four or fewer lots, tracts, parcels or sites for the purpose of sale, lease, or transfer of ownership. In determining the number of lots, tracts, parcels or sites, the count shall include all lots, tracts, parcels or sites, including any that may be considered a parent lot under the unit lot subdivision sections of this Title.
- ~~I.L.~~ "Solar energy system" means any device or combination of devices or elements which rely upon direct sunlight as an energy source including but not limited to any substance or device which collects sunlight for use in:
1. The heating or cooling of a building;
 2. The heating or pumping of water;
 3. Industrial, commercial, or agricultural processes; or
 4. The generation of electricity.

A solar energy system may be used for purposes in addition to the collection of solar energy. The uses include, but are not limited to, serving as a structural member, part of a roof, a window, or a wall of a building.

~~J.M.~~ “Subdivision” means the division of land into five or more lots, tracts, parcels, sites, or divisions for the purpose of sale, lease, transfer, or building development.

N. “Unit lot subdivision” means the division of a parent lot into two or more unit lots (up to a maximum of four lots, tracts, parcels or sites) within a development and approved through the unit lot subdivision process.

O. “Zero lot line subdivision” means the division of land in which through a unit lot subdivision the location of each building is placed in such a manner that one or more of the building’s sides rest directly on a lot line.

Chapter 17.12

SHORT SUBDIVISIONS AND UNIT LOT SUBDIVISIONS ~~DEDICATIONS~~

17.12.010 Application – Preliminary consideration.

A. Application for short subdivisions and unit lot subdivisions shall be made to the city clerk on a form established by the planning commission and reviewed by the Community Development Director ~~administrator/building official and the planning commission chairman.~~

B. The application shall contain sufficient information, including a sketch of the proposal sufficient to indicate the general acceptability of the layout as submitted. The applicant must complete all requirements for final approval within six months of the original application.

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17.12.030 Application – Publication.

Notice of application for ~~a~~ short subdivisions and unit lot subdivisions shall be given by one publication in the official newspaper of record for the city and by first-class mail to owners of property within 300 feet of any boundary of the subject property. The proposed development site shall also be posted, identifying the total area of the plat, the number and typical lot size, the proposed use, and the name of the applicant.

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17.12.050 Development Design standards.

A. The proposed short subdivision or unit lot subdivision shall comply with the comprehensive plan and the development regulations ~~zoning ordinance~~.

B. Curb, gutter, pavement, and storm drainage facilities may be required at the discretion of the administrative official to prevent stormwater erosion and damage.

C. The proposed short subdivisions or unit lot subdivision shall provide necessary utility and drainage easements and the grantees thereof shall agree in writing to restore the easement rights-of-way to their original condition after any installation, maintenance or repair.

D. The administrative official may require additional information from the applicant to determine whether the project must be reviewed under the provisions of the State of Washington Environmental Protection Act (Chapter 43.21C RCW) and as the same may be amended and supplemented from time to time. Preliminary approval of the short subdivision or unit lot subdivision shall not be given until all requirements of the Act are fulfilled. If a stream or natural drainage may exist in the proposed short subdivision or unit lot subdivision it shall not be altered until an assessment is made of potential environmental effects.

17.12.060 Fees and approval procedures.

A. The person proposing to subdivide shall pay a fee as established periodically by city council resolution.

B. The administrative official, ~~together with the planning commission chairman~~ shall approve or disapprove the short subdivision or unit lot subdivision if the application is in proper form and the short subdivision or unit lot subdivision complies with the foregoing.

C. Action will ordinarily be taken on short subdivisions or unit lot subdivisions ~~of this type~~ within 120 days from the date the application ~~if is~~ filed. No construction of structures, utilities, grading or excavation shall be allowed prior to the official approval of the short subdivision or unit lot subdivision.

D. If the necessary criteria have not been complied with, the administrative official, ~~together with the planning commission chairman~~ may either disapprove the application or require that the applicant make necessary changes which would cause them to give their approval.

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17.12.080 Filing and recording requirements.

A. Short plats may require surveys and monuments.

B. The regulations shall require filing of a short plat for record in the office of the county auditor (King County department of records).

C. Filing standards for short subdivisions and unit lot subdivisions are:

1. The short plat should be standard engineering drawing size (e.g., eight-and-one-half inches by 14 inches).
2. The legal description may be written by licensing engineer or land surveyor or by a real estate title company unless otherwise determined by the administrative official.
3. The scale of drawing shall be an engineering scale, normally one inch equals 20 feet.
4. Existing structures shall show dimensions to lot lines.
5. Items to be placed on drawings:
 - a. Name or number of short plat and date;
 - b. Existing and proposed owners, if relevant;
 - c. Lots defined by large letters, "A", "B", "C" and "D", and by square footage;
 - d. Exact location of short plat by vicinity map and streets bordering the short subdivision.
6. Other requirements set forth in this chapter.

D. Recording of Short Subdivisions and Unit Lot Subdivisions.

1. Notices of short subdivision or unit lot subdivision approval shall be prepared for recording on the form prepared by the administrative official.
2. The original of the short plat, together with a copy of the completed notice of short subdivision or unit lot subdivision approval, shall be filed with the King County department of records by the subdivider. A copy of the short plat and notice of short subdivision or unit lot subdivision approval shall be furnished for the city short-plat file.

17.12.90 Unit lot subdivision.

A lot may be divided into separately owned unit lots and common areas, provided the following standards are met.

- A. Process. Unit lot subdivisions shall follow the application, review, and approval procedures for a short subdivision.
- B. Applicability. A lot to be developed with middle housing with multiple units, in which no dwelling units are stacked on another dwelling unit or other use, may be subdivided into individual unit lots as provided herein.
- C. Development as a whole on the parent lot, rather than individual unit lots, shall comply with applicable design and development standards. (Commissioner Castic comment, for review by CC at June 16, 2025 Special Meeting: "Applicable unit density, and design and development standards, that apply to a parent lot shall also apply to each unit lot created from a unit lot subdivision as if each of the unit lots together were the single parent lot. The unit density limits that apply to a parent lot cannot be exceeded by the total number of dwelling units permitted or constructed on the unit lots created from a parent lot. The design and development standards applicable to a parent lot shall also be met for development and for dwelling units permitted or constructed on unit lots created from a parent lot."
- D. Subsequent platting actions and additions or modifications to structure(s) may not create or increase any nonconformity of the parent lot.
- E. Access easements, joint use and maintenance agreements, and covenants, conditions and restrictions (CC&Rs) identifying the rights and responsibilities of property owners and/or the homeowners' association shall be executed for use and maintenance of common garage, parking, and vehicle access areas; bike parking; solid waste collection areas; underground utilities; common open space; shared interior walls; exterior building facades and roofs; and other similar features shall be recorded with the county auditor.
- F. Portions of the parent lot not subdivided for individual unit lots shall be owned in common by the owners of the individual unit lots, or by a homeowners' association comprised of the owners of the individual unit lots.
- G. Notes shall be placed on the face of the plat or short plat as recorded with the county auditor to state the following:
1. The title of the plat shall include the phrase "Unit Lot Subdivision."
 2. Approval of the development on each unit lot was granted by the review of the development, as a whole, on the parent lot.
- H. Effect of Preliminary Approval. Preliminary approval constitutes authorization for the applicant to develop the required facilities and improvements, upon review and approval of construction drawings by the public works department. All development shall be subject to any conditions imposed by the city on the preliminary approval.
- I. Revision and Expiration. Unit lot subdivisions follow the revision and expiration procedures for a short subdivision.
- J. The parent lot of any unit lot subdivision must continue to meet the overall tree canopy coverage requirements specified in Chapter 16.14 LFPMC, though individual unit lots within a unit lot subdivision may not.