SHORT SUBDIVISION (2 – 4 LOTS)

File No./Name: _____

Site Address: _____

A **Pre-Application Meeting** is required prior to submittal of a subdivision application. Staff strongly encourages applicants to become familiar with the requirements of Brier Municipal Code (BMC) Title 16 – Subdivisions.

An application for a **Short Subdivision** is complete when it is accompanied by the following items. Additional information may be required. No application shall be considered complete if any of the required information is missing. Subdivisions are completed in three major phases: Preliminary Approval, Construction, and Final Approval.

Per Revised Code of Washingtion (RCW) 58.17.070, the application will be processed simultaneously with applications for variances, environmental review, critical areas review, and similar quasi-judicial or administrative actions.

PRELIMINARY APPROVAL PHASE

The Preliminary Approval phase consists of evaluating feasibility of the proposed short subdivision for overall conformance with adopted zoning, critical area, utility and environmental regulations. Short subdivisions are reviewed administratively. Preliminary Approval does not constitute approval of final construction drawings. Additional copies will be required later in the process.

PRELIMINARY APPROVAL PHASE – REQUIRED SUBMITTALS

		For Staff Use ONLY	
		Verified	Waived
☐	1. Land Use Application Cover Sheet, with original signature(s) and Application Deposit: $4,000.		
☐	2. Four (4) copies of the preliminary plat prepared by a Washington State-Licensed Surveyor containing the following information:		
	A. Title block with the name of the preliminary plat, sheet identification, and space for the City of Brier File No.;		
	B. A vicinity map at a maximum scale of 1” = 400’;		
	C. Date, scale, legend, north arrow, and vertical control datum. The scale shall be 1” = 100’;		
	D. Site information, including zoning, comprehensive plan designation, utility providers, acreage, and the name(s) and address(es) of the owner(s), developer(s), and any other parties of interest;		
	E. The certification, name, address, and telephone number of the registered land surveyor;		
	F. Note the ownership of all adjacent land and all land contiguous to the proposed subdivision that the applicant owns or has an interest in;		
	G. Snohomish County Assessor Parcel Numbers (APNs) for all affected tracts;		
	H. Legal descriptions of existing and proposed lots, tracts, and dedications;		
	I. Boundary lines of the tracts to be subdivided, with the corresponding bearings and actual dimensions of the tract to be platted, subdivided, or dedicated;		
	J. The locations, widths, and designations of all existing or platted streets within 200 feet of the proposed subdivision;		
	K. The locations, widths, designations, and recording number of all existing easements within 200 feet of the proposed subdivison;		
	L. The location of all other features such as buildings, utilities, watercourses, power lines, and section lines within 200 feet of the proposed subdivison, and an indication of whether they will be removed or retained;		
	M. The location of any existing septic tanks, grinder pumps, or fuel tanks;		
	N. Lot dimensions, lot area (in square feet), building envelopes, front yard designations, and number of lots. Lots shall be numbered consecutively;		
	O. Location and dimensions of proposed roads or access tracts or easements, including pavement width and dimensions of fire department turnarounds;		
	P. Location, dimensions, and area of all land intended to be dedicated, reserved for public use, or reserved for common use of the owners, with the purpose clearly indicated; and		

PRELIMINARY APPROVAL PHASE – REQUIRED SUBMITTALS

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			Verified	Waived
		Q. Location of all critical areas and buffers as defined by Title 18 BMC or a statement certifying that there are no critical areas on or adjacent to the site;		
☐	3.	Four (4) copies of the preliminary construction plan prepared by a Washington State-Licensed Professional Engineer, containing the following information:		
		A. Title block with the name of the preliminary plat, sheet identification, and space for the City of Brier File No.;		
		B. Date, scale, legend, north arrow, and vertical control datum;		
		C. The certification, name, address, and telephone number of the registered professional engineer;		
		D. The contours, with intervals of five feet or less, which shall be referenced to mean sea level datum and shall extend reasonably beyond the boundaries of the site;		
		E. A preliminary clearing and grading plan;		
		F. A layout showing proposed disposal of sewage by gravity flow into a municipal sewage system, including the name of the municipal system;		
		G. A layout of the proposed water distribution system, including fire hydrant placement;		
		H. A layout of the proposed stormwater management system, in compliance with Chapter 14.04 BMC, and		
		I. A layout of other proposed utilities, including electric, gas, and telecommunications.		
☐	4.	Four (4) copies of a preliminary tree and landscape plan showing the caliper and species of all trees on site, indicating those trees proposed for removal, and the location and species of all threatened and endangered plants.		
☐	5.	Four (4) copies of a title report prepared by a recognized title company within thirty (30) days of application for each affected property, including copies of all recorded easements and covenants pertaining to the subject properties.		
☐	6.	Water and sewer availability letters from Alderwood Water & Wastewater District and/or City of Brier, as applicable.		
☐	7.	If the project is to be developed or occupied in phases, a proposed schedule for each phase.		
☐	8.	A completed State Environmental Policy Act (SEPA) application, unless the project is categorically exempt from SEPA review.		
☐	9.	A completed Critical Areas Report, if required by Title 18 BMC.		
☐	10.	Property owner addresses, map, envelopes and label sheet created using the “Instructions for Obtaining Property Ownership for Snohomish County.” Envelopes shall be stamped with no return address.		
☐	11.	A notarized Affidavit of Ownership for all property owner(s), with original signatures.		
☐	12.	One (1) set of reduced copies (no larger than 11x17”) of all plans and oversized documents, plus one (1) electronic copy.		

CONSTRUCTION PHASE

The Construction phase consists of the review and approval of construction plans, a required Pre-Construction Meeting, and actual completion of all required improvements. Improvements include but are not limited to street, private drives, sidewalks, trails, utilities (water, sewer, stormwater, electricity, gas, and telecommunications), critical areas mitigation, street lights, mailboxes, parks, survey monuments and signage. All construction must be substantially complete prior to Final Approval.

Bonds or other financial assurances will be required. All required assurances shall be in place prior to construction. All contractors and subcontractors are required to obtain a business license from the City of Brier prior to construction.

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Detailed construction plans may be submitted for concurrent review with the preliminary approval documents, however plans will not be approved or issued until after Preliminary Approval is granted and a Pre-Construction Meeting is held. As-built drawings in CAD and PDF format are required prior to Final Approval and recording.

CONSTRUCTION PHASE – REQUIRED SUBMITTALS

		For Staff Use ONLY	
		Verified	Waived
☐	1. Four (4) copies of the preliminary construction plan prepared by a Washington State-Licensed Professional Engineer containing the following information:		
	A. Title block with the name of the preliminary plat, sheet identification, and space for the City of Brier File No.;		
	B. Date, scale, legend, north arrow, and vertical control datum;		
	C. The certification, name, address, and telephone number of the registered professional engineer;		
	D. The contours, with intervals of five feet or less, which shall be referenced to mean sea level datum and shall extend reasonably beyond the boundaries of the site;		
	E. Right-of-way cross section showing pavement, curb, gutter, drains, planter strip and sidewalk;		
	F. Detailed plans for disposal of sewage by gravity flow into a municipal sewage system, including the name of the municipal system, location, depths, and sizes of sewer lines or other sewage structures, designed in compliance with Chapter 13.04 BMC and adopted city standards for sewer installation;		
	G. Detailed plans for draining groundwater from roadway foundations;		
	H. Detailed plans for the water distribution system, including fire hydrant placement, designed in accordance with current Alderwood Water & Wastewater District standards;		
	I. Detailed plans, designs and calculations for a stormwater management system designed to handle runoff from streets, sidewalks, and the maximum impervious surface area for all lots in the proposed subdivision, designed in accordance with Chapter 14.04 BMC, and		
	J. A detailed layout of other proposed utilities, including electric, gas, and telecommunications, along with meter locations, vaults, materials and sizes.		
☐	2. A complete Land Disturbing Activity application.		
☐	3. A complete Stormwater Facility application.		
☐	4. A complete Street Opening / Right-of-Way Use application.		
☐	5. A complete Major Tree Removal Permit application.		
☐	6. A complete Demolition application, if required.		

FINAL APPROVAL PHASE

The Final Approval phase includes review of the final short subdivision map, submittal of as-built drawings, and approval by the City Planner and the Mayor. Final approval and recording must be completed prior to expiration of the subdivision. The final subdivision shall conform to the preliminary approval and any conditions of said approval. Slight deviations may be allowed if the city determines that such deviations were necessary due to unforeseen technical problems. Additional copies will be required later in the process.

Prior to submitting documents for approval, the following construction items must be completed:

- Inspection punch list items complete;
- Storm system cleaned and inspected;
- Sanitary sewer system air tested and video inspected; and
- All conditions of preliminary approval met.

After Final Approval, the applicants will need to record the approved, signed final documents and any deed(s) of conveyance with the Snohomish County Auditor's Office and pay all taxes to the Snohomish County Treasurer. More information about recording requirements, the recording process, and taxes due can be found online at: http://snohomishcountywa.gov/278/Recording.

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FINAL APPROVAL PHASE – REQUIRED SUBMITTALS

		For Staff Use ONLY	
		Verified	Waived
☐	1. Two (2) copies of the final plat prepared and submitted in accordance with the current Final Subdivision Map Requirements.		
☐	2. Two (2) copies of the final as-built construction drawings prepared and submitted in accordance with the current As-Built Requirements.		
☐	3. Two (2) copies of a current title report issued by a title insurance company showing all parties whose consent is necessary and their interest in the real property, as well as listing all encumbrances.		
☐	4. Two (2) copies of lot calculations confirming all dimensions on the plat.		
☐	5. One (1) copy of Subdivision Construction Costs with all attachments.		
☐	6. One (1) original copy of each utility acceptance letter from all purveyors that installed utilities as part of the subdivision.		
☐	7. One (1) set of reduced copies (no larger than 11x17”) of all plans and oversized documents, plus one (1) electronic copy.		
☐	8. Submit all required performance and maintenance bonds and/or financial guarantees.		
☐	9. Payment of any outstanding charges for review up to submittal of final documents.		

FOR CITY USE ONLY	
Date	Action / Notes