

Chapter 17.12
SUBDIVISIONS

Sections:

- 17.12.010 ~~Title~~ Purpose and General Administration.
- ~~17.12.015 Purpose.~~
- ~~17.12.020 Scope.~~
- ~~17.12.025 Applicability of regulations.~~
- ~~17.12.030 Conformance with other regulations.~~
- 17.12.035 Fees.
- 17.12.040 Performance sureties.
- 17.12.045 Inspections.
- ~~17.12.050 Violations.~~
- 17.12.055 ~~Relief for innocent purchaser.~~ Boundary Line Adjustments
- ~~17.12.060 Variances.~~
- ~~17.12.065 Provision of public and semi-public lands.~~
- 17.12.070 General layout of lots.
- 17.12.075 Streets and roads.
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- 17.12.225 Notice of application.
- 17.12.230 File number and distribution of copies.
- 17.12.235 Development review committee review.
- 17.12.240 Development review committee decision.
- 17.12.245 Appeals.

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- 17.12.250 Approval of short plat.
- 17.12.255 Recording and maintenance of the short plat.
- 17.12.300 Binding site plan.
- 17.12.310 Applicability.
- 17.12.320 Application.
- 17.12.330 Development review committee review – Binding site plans.
- 17.12.340 Final site plans.
- 17.12.350 Recording and maintenance of the final binding site plan.
- 17.12.360 Amendment.
- 17.12.400 Master planned areas.
- 17.12.410 Applicability.
- 17.12.415 Required presubmission conference – Preliminary plat.
- 17.12.420 Application.
- 17.12.425 Filing of applications.
- 17.12.430 Development review committee review – Port segregation plans.
- 17.12.440 Final site plans.
- 17.12.445 Final site plan review and approval – Outside city limits.
- 17.12.450 Recording and maintenance of the final site plan.
- 17.12.460 Amendment.

~~17.12.470 General layout of lots;~~

~~17.12.475 Streets and roads;~~

~~17.12.477 Transit/bus stops;~~

~~17.12.480 Utilities;~~

~~17.12.485 Dedication of open space;~~

~~17.12.060 Variances;~~

~~17.12.500 Table of required information.~~

17.12.010 Title.

This chapter shall be titled the Chehalis subdivision regulations and may be referred to as the subdivision and platting chapter.

17.12.015A Purpose.

The purpose of this chapter is to regulate the subdivision of land and to further the health, safety and general welfare by:

1. ~~A.~~ Providing for platting, subdivision, boundary line adjustments, dedication and recording of subdivisions ~~of~~ plats of land;
2. ~~B.~~ Providing for safe and adequate access;
3. ~~C.~~ Providing for safe and adequate utilities, parks, recreation facilities, schools and other public facilities;
4. ~~D.~~ Providing for minimum acceptable levels of light, air and open space;
5. ~~E.~~ Promoting effective use of land by preventing overcrowded or scattered development;
6. ~~F.~~ Providing for adequate water, sanitary sewer, drainage, transportation or other public facilities, and preventing excessive expenditure of public funds for such services;
7. ~~G.~~ Promoting coordinated development to protect environmentally sensitive areas, conserve natural beauty and preserve other natural resources;
8. ~~H.~~ Encouraging the most appropriate use of land throughout the city and the city's UGA;
9. ~~I.~~ Providing for expeditious review and approval of proposed plats that conform to the standards in this title;

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- ~~10. J.~~ Implementing adopted comprehensive plans;
- ~~11. K.~~ Providing for the housing and commercial needs of the city;
- ~~12. L.~~ Providing for flexibility in industrial zones where ports are operating under a master plan for development; and
- ~~13. M.~~ Requiring uniform monumenting of land divisions and conveyance of accurate legal descriptions.

17.12.020B. Scope.

- ~~1. A.~~ The regulations of this chapter shall apply to the subdivision of any lot, parcel or tract into two or more lots or tracts or division of land for sale, lease or development. The regulations shall apply to every situation where there is a dedication of streets, alleys, easements or land for public use.
- ~~B.~~ No land shall be divided for any purpose and no land so divided shall be sold, conveyed, leased or offered for sale or lease, until the owner of the land has fully complied with all applicable provisions of this chapter, except:
 - ~~1. Land divided for burial plots within a parcel used as a cemetery;~~
 - ~~2. Land divided by testamentary provision or by the law of descent and distribution;~~
 - ~~3. Land divided for manufactured home sites within an approved mobile home park; and~~
 - ~~4. A boundary line adjustment which complies with all applicable provisions of this chapter.~~
- ~~2. C.~~ Divisions of land accomplished under subsection (B) of this section shall not require the city to issue development permits if such division does not meet the minimum requirements of this chapter.

C. Specific Exceptions.

~~The provisions of this title shall not apply to the following:~~

- ~~1. Cemeteries and other burial plots while used for that purpose;~~
- ~~2. Divisions made by testamentary provisions or the laws of descent;~~
- ~~3. Assessor's plats made in accordance with RCW 58.18.010, 58.17.240 and 58.17.250;~~
- ~~4. A division for the purpose of lease when the land is to be developed as a mobile home park and a binding site plan has been approved pursuant to the requirements of the zoning code (Title 17);~~
- ~~5. Condominium plats, when prepared and filed in accordance with the horizontal regime act, RCW Chapter 64.32, and a binding site plan has been approved pursuant to the requirements of the zoning code (Title 17);~~
- ~~6. Divisions of land into lots, parcels or tracts, each of which is at least 40 acres or 1/16 of a section in area;~~
- ~~7. Divisions of land due to condemnation or sale under threat thereof, by any agency or division of government vested with the power of condemnation.~~

D. Approval required prior to recordation

~~Any map, plat, replat or plan hereafter made of a proposed subdivision, short subdivision, large lot subdivision or binding site plan, or any part thereof, shall be presented for approval and be recorded as prescribed by this title. No such map, plat, replat or plans shall be recorded or have any validity unless or until it shall have the approval of the city council and/or such other approval as required by this title.~~

E. Prohibition against sale, lease or transfer of property

~~No person shall sell, lease or offer to sell or transfer any lot, tract or parcel subject to the requirements of this title without first receiving approval hereunder and filing a map of the approved division with the county auditor; provided, that if performance of an offer or agreement to sell, lease or otherwise transfer a lot, tract or parcel of land is expressly conditioned on the recording of the plat, short plat, large lot subdivision or binding site plan containing the lot, tract or parcel, the offer or agreement does not violate any provision of this title. All payments on account of an offer or agreement conditioned as provided in this~~

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section shall be deposited in an escrow or other regulated trust account, and no disbursement to sellers shall be permitted until the plat or plan is recorded.

G. Administrative duty

1. The Director and the Director's staff, hereafter referred to as the "planner", "department", or the "planning department," are vested with the duty of administering this title and may prepare and require the use of such additional forms which are necessary to effectuate the provisions thereof.

17.12.095 Time limits on action.

- A. The DRC The department shall act upon a complete application within 120 days; provided, that if an environmental impact statement is required, or if any city action or decision is appealed, the 120-day period shall not include time spent preparing and circulating the environmental impact statement or processing the appeal, or the waiting period associated therewith.

H. Consent to access

The subdivider shall permit free access to the land being divided to all agencies considering the subdivision, short subdivision or large lot subdivision for the period of time extending from the time of application to the time of final action.

I. Regulations supplementary to state law

The regulations prescribed by this title shall be considered as supplementary to RCW Chapter 58.17. No map, plat, replat or plan of a proposed subdivision, short subdivision or large lot subdivision shall be recorded or have any validity unless it conforms with the requirements of RCW Chapter 58.17.

J. Definitions

For the purpose of this title, certain words and terms are defined in this chapter. When consistent with the context, words used in the present tense shall include the future; the singular term shall include the plural; and the plural, the singular; the word "shall" is always mandatory and the word "may" denotes a use of discretion.

1. "Applicant" means any individual or entity who applies for preliminary plat, short plat, large lot subdivision or binding site plan approval under this title.
2. "Auditor" means the auditor of Lewis County, Washington.
3. "Binding site plan" means a drawing made and approved in accordance with the provisions of subdivisions D, E and G of Section 17.04.040 of this title which contains inscriptions and attachments setting forth such appropriate limitations and conditions for the use of the land as are established by the city, and which contains provisions requiring any development to be in conformance with the site plan.
4. "Buildable lot" means a lot meeting all of the requirements of size, shape, frontage, sanitation, etc., contained in this title and other ordinances of the city for any specific type of development.
5. "Boundary line adjustment" means an alteration of a division of land by adjustment of boundary lines, between platted or unplatted lots or parcels or both, which does not create an additional lot, tract, parcel, building site, or division nor creates any lot, tract, parcel, building site, or division which contains insufficient area or dimension to meet the minimum requirements for width or area for a building site. Boundary line adjustments include lot consolidations wherein boundary lines are removed.
6. "City council" means the mayor and council members of the city.
7. "Comprehensive plan" means a plan adopted by the City Council as a guide to the physical growth and improvement of the city, including modifications or refinements which may be made from time to time. Said plan may include the following elements: land use, transportation, transit, public services and

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facilities, housing, community development, and additional subjects relating to the physical development of the city.

8. "County" means the county of Lewis, state of Washington.
9. "Date of filing" means the date that a complete and accurate application for preliminary plat, short plat, large lot plat or final plat approval is filed with the city.
10. "Declaration of short subdivision" means a document signed by all persons having any real interest in the land being subdivided that they signed the same as their free act and deed, and containing, as a minimum, the following elements:
 - a. A legal description of the tract being divided;
 - b. An illustrative map;
 - c. Any restrictive covenants;
 - d. A title report or plat certificate;
 - e. Any special conditions of short subdivision approval (e.g., frontage improvements requirements).
11. "Dedication" means the deliberate appropriation of land by an owner for any general and public uses, reserving to that owner 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 final plat, short plat or binding site plan showing the dedication thereon; and the acceptance by the public shall be evidenced by the approval of such plat or plan for filing by the appropriate governmental unit.
12. "Department" The City of Chehalis Planning and Building Department.
13. "Development" means the development of land as proposed and/or described in any application for development permit approval submitted to the city.
14. "Development permit" means any land use permit which must be approved by the city prior to the development of land. Development permits shall include preliminary plats, short plats, binding site plans, large lot subdivisions and final plats.
15. "Director" means the Manager of Planning and Building and the Manager's designee.
16. "Easement" means a right granted by a property owner to specifically named parties or to the general public for the use of certain areas or strips of land for particular purposes. Where appropriate to the context, easement may also refer to the land covered by the rights granted. This may include pedestrian paths, bicycle paths, utility easements, drainage, open space, etc.
17. "Final Approval" means the final official action taken by the City Council, Hearing Examiner, or planner on the proposed subdivision, short subdivision, binding site plan, large lot subdivision or dedication, or portion thereof.
18. "Final plat" means the final drawing of the subdivision and dedication prepared for filing for record with the county auditor and containing all elements and requirements set forth in RCW Chapter 58.17, and in this title adopted pursuant thereto.
19. "Flooding" means the inundation of an area of land that is not usually under water.
20. "Hearing examiner" means the land use Hearing Examiner for the city.

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21. "Improvements" means and includes, but is not limited to, streets and roads complying with the development standards and specifications adopted by the city; public utility and pedestrian facilities; street lights; landscape features; bridge structures; storm drainage facilities; and traffic control devices as are required to be installed as a part of subdivision, short subdivision, large lot subdivision or binding site plan approval.
 22. "Lot" means a fractional part of subdivided or site planned land having fixed boundaries, being of sufficient area and dimensions to meet minimum zoning requirements for width and area. The term shall include tracts or parcels.
 23. "Mean sea level datum" means the published mean sea level datum established by the U. S. Coast and Geodetic Survey (now National Geodetic Survey) and the benchmarks referenced to this datum established by the city Public Works Department.
 24. "Chehalis coordinate system" means the horizontal ground scale coordinate system referenced to the Washington Coordinate System as established by the city Public Works Department.
 25. "Person" means every person, firm, partnership, association, social organization, corporation, estate, trust, receiver, syndicate, branch of government, or any other group or combination acting as a unit.
 26. "Planned unit development" means a unified development approved in accordance with Title 17 of this code.
 27. "Plat" means a map or representation of a subdivision, showing thereon the division of a tract or parcel of land into lots, blocks, streets and alleys or other divisions or dedications.
 28. "Preliminary Approval" means the official action taken on a proposed division of land when provision of improvements or fulfillment of conditions are to occur prior to final approval.
 29. "Preliminary plat" means a neat and approximate drawing of a proposed subdivision showing the general layout of streets and alleys, lots, blocks and other elements of a subdivision consistent with the requirements of this chapter. The preliminary plat shall furnish a basis for the approval or disapproval of the general layout of a subdivision.
 30. "Short plat" means the map or representation of a short subdivision containing all of the pertinent information as required by this title.
 31. "Short subdivision" means the division or redivision of land into nine or fewer lots, tracts, parcels, sites or divisions for the purpose of transfer of ownership, sale or lease.
 32. "Design Review committee" is defined in **CMC 18.02.180**.
 33. "Subdivider" means a person who undertakes the subdividing of land.
 34. "Subdivision" means the division or redivision of land into ten or more lots, tracts, parcels, sites or divisions, which are less than five acres in area, whether immediate or future, for the purpose of sale, lease or transfer of ownership. This definition applies whether or not there is a dedication involved.
 35. "Utilities easements" means rights-of-way which may be used by public utilities, including, but not limited to, electricity, water, natural gas, sewer, telephone and television cable for the construction, operation, maintenance, alteration and repair of their respective facilities.
 36. "Variance" means an authorization granting relief under the provisions of **Chapter 17.09** of this title from the literal enforcement of this title, when special conditions exist or unusual hardship will result therefrom.
- 17.12.025 — Applicability of regulations.**
~~A. Any plat, short plat or binding site plan within the corporate limits of Chehalis shall be approved and recorded as prescribed by this chapter. No plat, short plat or binding site plan shall be recorded or have any~~

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validity unless and until it has the approval of the city and such other approvals as may be required by this title.

- ~~B. The provisions of CMC 17.12.010 through 17.12.095 shall apply to all divisions of land;~~
- ~~C. The provisions of CMC 17.12.100 through 17.12.184 shall apply to regular subdivisions containing 10 or more lots, or any dedications of rights-of-way or public open space;~~
- ~~D. The provisions of CMC 17.12.200 through 17.12.255 shall apply to short plats containing two to nine lots;~~
- ~~E. The provisions of CMC 17.12.300 through 17.12.360 shall apply to binding site plans for leased (not segregated) portions of a single lot;~~
- ~~F. The provisions of CMC 17.12.400 through 17.12.485 shall apply to any short plat application of five through nine lots and any subdivision application submitted by the Port of Chehalis for property located within an IDD and identified in an adopted master plan for development.~~

17.12.030 E. Conformance with other regulations.

1. ~~A.~~ No plat, short plat or binding site plan shall be approved unless found to be in conformance with all adopted and applicable regulations, plans and policies, including but not limited to this title.
2. ~~B.~~ All records of surveys in connection with any plat, short plat or binding site plan shall be in conformance with Chapter 58.09 RCW.
3. ~~C.~~ All subdivision proposals shall be consistent with the need to minimize flood damage.

F. Violations.

1. ~~Failure of any person to comply with the procedural requirements of this chapter, or with any applicable provision identified herein, or with any condition or requirement of any development permit, license or approval, shall constitute a public nuisance, and shall be abated as provided in CMC 7.04.130.~~
2. ~~Nothing herein shall preclude the city from initiating any other authorized action to correct any violation of this chapter, including, but not limited to, action authorized under the adopted uniform codes, and/or issuance of criminal citations.~~

17.12.035 Fees.

Applicants for permits or other approvals pursuant to this title shall pay to the city the applicable fees identified in ~~Appendix Chapter A the fee schedule as adopted by City Council.~~ No application under this title shall be deemed to be complete unless accompanied by all applicable fees.

17.12.040 Performance sureties.

A. The city may, but shall not be required to, allow an assigned savings account or bond in an amount up to 150 percent of the estimated cost of any development required as a condition of a plat, short plat or binding site plan which remains to be completed at the time of final approval, as a guarantee that the required improvements will be constructed within one year of the date of recording of the final plat. The estimated cost shall be based upon information furnished by the applicant, and approved as reasonable by the DRC. The security shall be released upon a letter of satisfactory completion of all required improvements and the expiration of any applicable warranty periods.

B. Sureties or other performance guarantees acceptable to the city may be required to ensure the successful operation for up to two years of any improvements required pursuant to this title, except that a five-year guarantee may be required for any improvement that creates or modifies a wetland.

C. The provisions of this section are not intended to limit the duration of sureties which may be required under any other applicable statute or regulation.

17.12.045 Inspections.

Required improvements shall be inspected and approved by the city. The cost of all inspections, plan checking, testing, sampling and other work incidental to approval of the required improvements shall be charged to the applicant and paid before final approval of the plat or short plat. The city may arrange for inspections to be

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conducted by properly qualified consultants and may charge the applicant for the cost of such inspections. No roadway, bridge, water system, sewer system or other required public improvement shall be accepted unless the design and construction shall be certified by the public works department or designated consultant, or a civil engineer licensed by the state and acceptable to the city, to be in accordance with all applicable state and local requirements. In any case where a permit is required for work performed on a county right-of-way, the applicant shall comply with all applicable requirements of Lewis County.

~~17.12.050 — Violations.~~

~~Except as provided in CMC 17.12.055 (innocent purchaser), violations of this chapter shall be abated as provided in CMC 17.09.215.~~

17.12.055 Relief for innocent purchaser. Boundary Line Adjustment

~~A. The city shall not issue any permit for construction on, modification to, or use of any property divided or segregated in violation of this title or state law, unless the city specifically finds:~~

- ~~1. That the applicant purchased the property as an innocent purchaser for value without actual notice that the property was divided or segregated in violation of this law, provided:

 - ~~a. The applicant shall have the burden of proof to demonstrate his lack of actual notice; and~~
 - ~~b. The applicant shall be required to demonstrate that relief from the seller is not available.~~~~
- ~~2. That approving the permit would not be inconsistent with the comprehensive plan. In determining the proposal, the city shall use substantially the same criteria as would be used in reviewing a short plat application under this title.~~

~~B. The city may require the applicant to perfect a lawful segregation as may be appropriate under the specific circumstance.~~

Boundary line adjustment, as defined in Chapter 17.12.010(J)(5) CMC, shall comply with the following:

A. Preapplication Meeting. Before making an application for a boundary line adjustment, the applicant may arrange to have the proposal reviewed informally by submitting a preapplication request form to the community development department. The proposal should include the information required for submission of a boundary line adjustment. Upon receipt of a properly prepared request, the community development department shall notify the applicant of the time and place of the preapplication conference.

B. General Application. A general application form must be completed including the existing and proposed new legal description of the properties involved.

- 1. A general application form completed and signed by all property owners;
- 2. A map illustrating the boundary line adjustment and any supplemental material prepared in accordance with Chapter 19.55 CMC, Table of Required Information. The number of prints shall be as required on the application form;

 - a. A title insurance report which bears the original signature of the title officer and is no more than thirty days old shall be furnished by the developer. The report must confirm that the title of the land in the proposed subdivision is vested in the name of the owners having a title interest and whose signatures appear on the plat's certificate;

b. The application shall be accompanied by a nonrefundable fee as established by the city fee schedule.

C. Boundary line adjustments require a property survey prepared by a licensed land surveyor. A copy of such survey or plat shall be submitted with the application.

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D. The boundary line adjustment drawing shall identify the exterior boundaries of all properties involved in the adjustment and shall identify the receiving parcel as a single parcel which includes the conveyed portion of the grantor's property. Revised legal descriptions of the parcels involved shall accompany the drawing.

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E. The boundary line adjustment drawing and conveyance document shall contain a binding covenant that the land being conveyed is for the sole purpose of adjusting the boundary line between parcels and shall not result in the creation of additional parcels.

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F. The boundary line adjustment drawing shall contain a title of "Boundary Line Adjustment Survey" and shall contain a certificate for approval by the director and city engineer.

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G. The surveyor shall set the necessary monuments in compliance with the Survey Recording Act.

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H. When the requirements of this chapter are met, the director and city engineer shall certify approval of the boundary line adjustment. One paper plat, an electronic version of the plat, and the required recording fee shall be furnished to the city of Chehalis. The director shall then forward the paper plat to the city engineer. The paper plat shall be recorded with the Lewis County auditor by the director within five days after the date the last required signature has been obtained.

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I. After recording, the developer shall provide one eleven-inch-by-seventeen-inch paper copy of the recorded plat to building and planning within seven days of recording the final plat. No building permits will be issued until the copy of the recorded plat has been provided to community development. The fees for this copy shall be paid by the developer in addition to all other recording fees.

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17.12.060 Variances.

A. An applicant for a plat, short plat or binding site plan may apply for a variance from any development standard set forth in this title where there exist extraordinary conditions such as topography, access, location, shape, size, drainage or other physical features of the site or other adjacent development which result in unusual hardship or extraordinary difficulties to the owner in attempting to make any reasonable use of the land. Such variance application shall accompany the plat application, shall outline the provisions from which the variance is sought, and shall include the information required to support the variance request consistent with **CMC 17.09.190**.

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B. Any application for a variance associated with a preliminary subdivision plat, preliminary short plat, boundary line adjustment, or binding site plan plat application shall be considered by the ~~planning commission- hearing examiner~~ concurrent with the plat application and be consistent with CMC 17.09.190.

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~~C. Any application for a variance associated with a short plat or binding site plan shall be submitted to the hearing examiner consistent with CMC 17.09.190. The decision of the hearing examiner shall become a component of such short plat or binding site plan application.~~

17.12.065 Provision of public and semi-public lands.

~~A. The city may require the applicant to make land available, by dedication, for school sites, parks, open space, rights-of-way, utilities infrastructure, or other similar public or semi-public uses of land if dedication is reasonably necessary as a result of the plat, short plat or binding site plan, and the proposal is not categorically exempt from the SEPA process (Chapter 17.15 CMC). The determination of reasonableness shall relate specifically to impacts which the proposal would have on the city, the county, public and/or environment, and/or the provision of government services.~~

Commented [TB19]: This is addressed through SEPA. Why is this language here?

B. Within a subdivision or short plat, the applicant may dedicate or reserve, by segregation, critical or resource lands as defined in this title for the benefit of the public. In such a case, the total calculated density for residential structures in the plat or short plat shall not be reduced below the density allowed prior to segregation. A density variance for the subdivision proposal shall not be required under this circumstance.

~~C. Within a subdivision where the requirements or guidelines for the provision of public or semi-public lands, or environmental mitigation, are contained in an adopted master plan for development, the specific criteria in such a plan shall be considered conditions of any approval.~~

Commented [TB20]: What does this say, What is it trying to accomplish?

17.12.070 General layout of lots.

~~Except as provided in CMC 17.12.470:~~

A. All lots within a regular subdivision must meet the minimum size and dimension requirements established in the applicable zone for the property pursuant to this title and any other applicable land use regulations. The minimum lot area shall be deemed to have been met if:

1. The average lot area is not less than the minimum lot area required within the applicable zoning district; and
2. No lots contain an area of less than 80 percent of the prescribed minimum for the applicable zoning district (lot averaging). No more than ten percent of the lots may be less than the minimum required.

B. All lots within a short plat or a boundary line adjustment must meet the minimum size requirements established in the applicable zone.

C. All lots must be shaped to permit reasonable use and development of the lot and provide for a minimum building dimension of 24 feet by 24 feet without encroaching into any setback area.

D. Not more than ~~40-15~~ percent of any proposed lot which is designated for development may contain environmentally sensitive, critical and/or resource areas ~~(see Division III of this title), as defined Division III of this title including wetland buffers. This 15 percent includes all required buffers for the various environmental areas.~~

E. Not more than two flag lots shall be created back to back in a subdivision or short plat or from any single lot of record.

F. The "flagpole" portion of any flag lot shall be a minimum of 12 feet wide if serving only one single-family dwelling or duplex; ~~a minimum of 25 feet wide if serving any other residential development of up to nine dwelling units; and a minimum of 40 feet wide if serving any other residential or nonresidential development. "Flagpole" portions that serve more than four dwelling units must be 20 feet wide. No more than two lots may be served by a driveway created in the "flagpole".~~

G. Flag lots serving commercial and industrial uses will be permitted provided the flag is designed in a manner to allow for sufficient access to the parcel for a commercial and industrial user. The limitation on flag lots contained in CMC 17.12.070(E) does not apply to master planned areas.

HG. In any short plat or subdivision, a lot created for the exclusive purpose of utility fixtures or equipment need not comply with the dimensional standards required by this chapter; provided, that an easement or dedication is recorded for such utility purpose within the approval documents.

IH. Mailboxes. Mailboxes shall be installed consistent with the Engineering Development Code **(CMC 12.04.320(G), Mailboxes, and associated Figure 2-18)**.

1. Documentation of consultation with the United States Post Office is required to determine the proper location for the proposed mailbox(es). This shall be done by the applicant and documentation shall be provided to the department by the applicant.
2. Any proposed mailbox or mailbox cluster location must be shown on the subdivision or short plat map. ▲

~~17.12.470 — General layout of lots.~~

~~A. All lots within a regular subdivision must meet the minimum size and dimension requirements established in the adopted master plan. In the absence of specific criteria in such master plan relating to bulk dimensions, each lot created must meet the minimum lot size and configuration established in the applicable land use zone. The 10 percent criteria specified in CMC 17.12.070(D) relating to environmentally sensitive areas shall not apply if an approved mitigation project is a component of the subdivision application or the adopted master plan.~~

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Commented [TB22]: I need to create a Master Planned Development for 10 acres or larger and a Planned unit Development for sites between 2 and 10 acres. This language should be moved to those codes.

~~B. In any short plat or subdivision, a lot created for the exclusive purpose of utility fixtures or equipment need not comply with the dimensional standards required by this chapter, provided, that an easement or dedication is recorded for such utility purpose within the approval documents.~~

Commented [TB23]: Covered in 17.12.070(H)

~~C. Flag lots serving commercial and industrial uses will be permitted provided the flag is designed in a manner to allow for sufficient access to the parcel for a commercial and industrial user. The limitation on flag lots contained in CMC 17.12.070(E) does not apply to master planned areas.~~

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17.12.075 Streets and roads.

~~Except as provided in CMC 17.12.475:~~

Commented [TB25]: Add code from 17.12.475 into this section.

A. All lots must have direct legal access abutting either a public right-of-way or a platted private street or road. The city may require that the legal right of access be granted to other adjoining properties in order to provide a safe and efficient circulation system within the city. Private streets or roads shall be clearly marked on the face of the plat and dedicated as such in the plat certificate in accordance with RCW 58.17.165 and reserved for ingress, egress, and utilities. The city shall require a dedicated right-of-way and construction to public street standards when:

1. The street or road serves more than four lots;
2. The street or road can be made to link two existing rights-of-way;
3. The public works department or designated consultant determines that, under the applicable circumstances, a dedicated right-of-way is required.

4. Boundary line adjustments must only show dedicated access to a right of way. As per RCW 58.17 boundary line adjustments are not subject to street and road conditions required for plats and binding site plans.

B. Roads shall be designed with appropriate consideration for existing and projected streets or roads, anticipated traffic patterns, topographic and drainage conditions, public convenience and safety, and the proposed uses of the land served.

C. The standard width and engineering design of public and private rights-of-way, streets and roads shall conform to the requirements of the development engineering standards. Private streets serving more than four lots, which may be approved through a variance process, shall be constructed to public street standards consistent with the anticipated functional classification.

D. Where necessary to connect to existing streets or roads, or to provide for overall area circulation, streets or roads may be required to extend to the outside boundaries of the plat.

E. Street or road grades, curves, frontage improvements, and intersections shall be engineered and be consistent with development engineering standards.

F. Plats and short plats shall incorporate provisions for controlling access onto arterial roads in accordance with accepted engineering practices and development engineering standards.

G. When proposed, privately owned and maintained roads serving lots may be approved only when it is determined that:

1. There will be no resulting public safety hazard;
2. Such roads will be built to private road standards;
3. The road is not required to be public, pursuant to subsection (A) or (H) of this section; and
4. Approved provisions for future maintenance of such private roads are identified in the proposal.

H. Dedication to the city of public right-of-way shall be required within or along the boundaries of the plat or short plat under the following circumstances:

1. Where the six-year improvement plan indicates the necessity of a new right-of-way or portion thereof for street purposes; or
2. Where necessary to extend or to complete the existing neighborhood street pattern.

~~17.12.475 — Streets and roads.~~

~~A. All lots must have legal access to either a public right-of-way or a private street or road. The city may require that the legal right of access be granted to other adjoining properties in order to provide a safe and efficient circulation system within the subdivision.~~

~~B. Streets, roads and driveways shall be designed with appropriate consideration for existing and planned streets or roads, anticipated traffic patterns, topographic and drainage conditions, public convenience and safety, and the proposed uses of the land served.~~

~~C. The standard width and engineering design of public rights-of-way, streets and roads shall conform to the requirements of the development engineering standards. Private streets serving more than four lots shall be constructed to public street standards consistent with the anticipated functional classification. Private streets serving four or fewer lots may be constructed to standards contained in the adopted master plan, or to private street standards if the adopted master plan contains no such standards.~~

~~D. Where necessary to connect to existing streets or roads, or to provide for overall area circulation, streets or roads created as part of the subdivision may be required to extend to the outside boundaries of the plat.~~

~~E. Public street or road grades, curves, frontage improvements, and intersections shall be engineered and be consistent with development engineering standards. Private streets may be consistent with standards contained in the adopted master plan, or with the development engineering standards if the adopted master plan contains no such standards.~~

~~F. Plats and short plats shall incorporate provisions for controlling access onto arterial roads in accordance with accepted engineering practices and the development engineering standards.~~

~~G. When proposed, privately owned and maintained roads serving lots may be approved when it is determined that:~~

- ~~1. The road is not required to be public, pursuant to subsection (A) or (H) of this section; and~~
- ~~2. Approved provisions for future maintenance of such private roads are identified in the proposal.~~

~~H. Dedication to the city of public right-of-way shall be required within or along the boundaries of the plat or short plat under the following circumstances:~~

- ~~1. Where the adopted six-year transportation improvement plan indicates the necessity of a new right-of-way or portion thereof for street purposes; or~~
- ~~2. Where necessary to extend or to complete the existing street pattern.~~

17.12.077 Transit/bus stops.

~~Except as provided in CMC 17.12.477:~~

A. All regular subdivisions of 10 or more lots shall provide an approved transit/bus stop within 1,000 feet of every lot created if one does not currently exist. Such stop shall be located upon a public right-of-way unless an alternate location is approved by the DRC. Any such stop located upon a right-of-way shall comply with all applicable requirements of the development engineering standards.

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B. Notwithstanding any provisions of the development engineering standards, no transit/bus stop shall be located such that a bus serving such stop would be required to back up to continue service on its assigned route.

C. If, during the development review process, the serving transit authority or operator of the transit system advises the DRC that the proposed transit/bus stops will not be served within one year of final plat approval by a regular bus route and schedule, the DRC may waive the construction of the transit shelter; provided, that the required bus pull-out lane is constructed. Any future construction of a bus shelter shall be at the discretion of the transit authority or operator, and must be approved by the public works department if located upon a right-of-way.

~~17.12.477 Transit/bus stops.~~

~~A. All subdivisions shall provide approved transit/bus stops as depicted within the adopted master plan. In the absence of specific criteria for transit stops, such a stop shall be provided within 1,000 feet of every lot created if one does not currently exist. Such stop shall be located upon a public or private street or road unless an alternate location is approved by the serving transit authority and the DRC. Any such stop located upon a right-of-way shall comply with all applicable requirements of the development engineering standards.~~

~~B. Notwithstanding any provisions of the development engineering standards, no transit/bus stop shall be located such that a bus serving such stop would be required to back up to continue service on its assigned route.~~

~~C. If, during the development review process, the serving transit authority or operator of the transit system advises the DRC that the proposed transit/bus stops will not be served within a reasonable time by a regular bus route and schedule, the DRC may defer the construction of the transit shelter, provided that the required bus pull-out lane is constructed. Any future construction of a bus shelter shall be at the discretion of the transit authority or operator, and must be approved by the public works department if located upon a public right-of-way.~~

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17.12.080 Utilities.

A. The applicant shall provide for connections to the public water service for each lot created.

B. The applicant shall construct and dedicate to the city a water system consistent with city standards that will provide adequate fire flow and all fire fighting infrastructure and appurtenances required by the fire marshal; except, a dedicated water system will not be required if all of the following apply:

1. Four or fewer lots are created;
2. No building is more than 100 feet from a water meter placed on a public right-of-way;
3. No building is more than 300 feet from a fire hydrant on a public right-of-way;
4. All other applicable water utility criteria are met.

C. The applicant shall comply with the construction phase and permanent storm water control requirements of the development engineering standards. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage.

D. The applicant shall provide for connections to the sanitary sewer system for each new lot created.

E. Arrangements shall be made by the applicant to install all utility lines, including electricity and telephone service, underground. All utilities, utility equipment and facilities, such as water, sewer, electrical, gas, telephone, and cable, shall be located and constructed to minimize or eliminate flood damage.

F. Utility lines, other than in rights-of-way and vehicular access easements or tracts, shall be within an easement centered on property lines wherever possible. Except in unusual circumstances, easements for utilities shall be at least 20 feet in width. The city may require that utilities be extended to the perimeter of the plat or short plat adjoining other properties, and easements be granted therefor, in order to provide an efficient utility system within the city.

~~17.12.480 Utilities.~~

~~A. The applicant shall provide for connections to the public water service for each lot created.~~

~~B. The applicant shall construct and dedicate to the city a water system consistent with city standards that will provide adequate fire flow and all fire fighting infrastructure and appurtenances required by the fire marshal; except, a dedicated water system will not be required if all of the following apply:~~

- ~~1. Four or fewer lots are created;~~
- ~~2. No building is more than 100 feet from a water meter placed on a public right of way;~~
- ~~3. No building is more than 300 feet from a fire hydrant on a public right of way;~~
- ~~4. All other applicable water utility criteria are met;~~

~~C. The applicant shall comply with the construction phase and permanent storm water control requirements of the development engineering standards. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage.~~

~~D. The applicant shall provide for connections to the sanitary sewer system for each new lot created.~~

~~E. Arrangements shall be made by the applicant to install all utility lines, including electricity and telephone service, underground. All utilities, utility equipment and facilities, such as water, sewer, electrical, gas, telephone, and cable, shall be located and constructed to minimize or eliminate flood damage.~~

~~F. Utility lines, other than in rights-of-way and vehicular access easements or tracts, shall be within an easement centered on property lines wherever possible. Except in unusual circumstances, easements for utilities shall be at least 20 feet in width. The city may require that utilities be extended to the perimeter of the plat or short plat adjoining other properties, and easements be granted therefor, in order to provide an efficient utility system. [Ord.~~

17.12.085 Dedication of open space.

~~[Except as provided in CMC 17.12.485]~~

A. All plats creating 10 or more lots (regular subdivisions, master planned development, planned unit development, residential binding site plan) shall provide a minimum of 10 percent of the total gross area of the plat for parks, open space, greenbelt and/or buffer strips. Wetlands and other identified environmentally sensitive areas may be included in the 10 percent calculation, provided at least half of the nonenvironmentally sensitive area shall be capable of use for active recreation. Active recreational areas shall not be located in required buffers except for trails. Acceptable types of active recreation are:

- ~ Tot lots
- ~ Trails
- ~ Pavilion
- ~ Outdoor picnic/barbeque areas
- ~ Community gardening
- ~ Other active recreational activities that may be appropriate for the overall design of the plat. These activities must be submitted to staff. Final approval will be made by the hearing examiner.

A. All subdivisions shall provide for parks, open space, greenbelt and/or buffer strips, wetlands and other identified environmentally sensitive areas as depicted in the adopted master plan. All open space, parks or common areas shall comply with any applicable agency requirements.

B. Open space, parks, or common areas shall be efficiently located and ~~provided with~~ adequate access.

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~~17.12.485~~ ~~Dedication of open space.~~

~~A. All subdivisions shall provide for parks, open space, greenbelt and/or buffer strips, wetlands and other identified environmentally sensitive areas as depicted in the adopted master plan.~~

~~B. Open space, parks, or common areas shall be efficiently located and provided with adequate access, and comply with any applicable agency requirements.~~

Commented [TB31]: Code found in 17.12.085

~~17.12.090~~ ~~Consent to agency access.~~

~~The applicant shall permit free access to the land which is the subject of any application under this title to all public agencies considering the application for the period of time extending from the date of application to the date of final action. Public agencies shall notify the applicant prior to making a site inspection of occupied property whenever possible or practical.~~

~~17.12.095~~ ~~Time limits on action.~~

~~The DRC shall act upon a complete application within 120 days; provided, that if an environmental impact statement is required, or if any city action or decision is appealed, the 120-day period shall not include time spent preparing and circulating the environmental impact statement or processing the appeal, or the waiting period associated therewith.~~

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17.12.100 Preliminary plats.

The provisions of this section through CMC 17.12.184 shall apply to subdivisions of 10 or more lots except when a subdivision application qualifies for the provisions of CMC 17.12.400 through 17.12.485.

17.12.104 Preparation of plans and materials.

The applicant shall prepare a preliminary plat together with improvement plans and other supplementary material as may be required to indicate the general program and objectives of the project. The applicant will also complete application for a zoning map amendment, variance or any other applications necessary under this title. These applications will be processed by the city simultaneously with plat application, except that any application that requires an amendment to the city's comprehensive plan shall be reviewed at the time that such amendments are contemplated (generally, annually).

17.12.108 Application requirements.

A. Any request to subdivide land into 10 or more lots shall be accompanied by an application form ~~and eight copies of the preliminary plat to the DRC on a paper copy. All forms including the plat shall be submitted electronically to the City for review.~~ The form and contents of the preliminary plat are specified in Appendix Chapter B.CMC 17.12.060 Table of required information.

B. All subdivisions shall be prepared by a land surveyor and/or civil engineer licensed in the state of Washington.

C. An environmental checklist consistent with the requirements of Chapter 17.15 CMC, State Environmental Policy Act (SEPA), shall be required for any preliminary plat application submitted.

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D. All civil, utility and roadway plans shall be prepared by a civil engineer consistent with the development engineering standards.

17.12.112 Partial development.

Where the plat to be phased or subdivided contains only a part of the land owned or controlled by the applicant, the city shall require a diagram of a tentative layout for streets in the unsubdivided portion. A proposal for partial development shall not relieve the applicant from the responsibilities associated with frontage improvements or off-site improvements.

17.12.116 Preliminary plat procedure.

Review of a preliminary plat will follow the procedure established in CMC 17.12.120 through 17.12.168.

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17.12.120 Required presubmission conference – Preliminary plat.

~~A. Before making any application under this chapter, the applicant shall arrange to review the proposal informally with the DRC in a presubmission conference. Before making an application under this chapter, the applicant is strongly encourage to apply for a pre-submission conference.~~ The proposal shall be in writing, and include as much of the information required for submission of an application as may be available. The conference should take place prior to detailed work by the engineer or surveyor.

B. The conference should include discussion of the comprehensive plan, street plan, shoreline master program, zoning, water supply and sanitary and storm sewer disposal, development concepts and other city requirements and permits, and the environmental impacts of the plat. The possibilities of future development on adjacent land shall also be discussed. The purpose of the conference is to identify potential problems in order for the application to be processed without delay, and matters discussed at such conference shall not be deemed to be binding upon either party.

~~C. The presubmission conference shall occur at the earliest practical opportunity at the discretion of the applicant.~~

17.12.124 Filing of applications.

A. All applications pursuant to this chapter shall be delivered to ~~the community development director~~planning and building department ~~planning and building department~~ and ~~may~~must be accompanied by applications for other approvals which may be required as a condition of approval of a proposed plat of land under this title, including but not limited to all regulations identified in this title.

B. The ~~community development director~~planning and building department ~~planning and building department~~ shall note the date of receipt of the application and shall notify the applicant within 28 days of receipt of any deficiencies found in the application ~~as identified in CMC 17.09.090 Completeness review, under this title. The issuance of a determination of a complete application shall preclude the city from requesting additional information from the applicant in order to complete the processing of an application.~~

C. If no deficiencies are found and all applicable fees are paid, the ~~community development director~~planning and building department shall accept the application as fully complete and the application shall be deemed filed as of the date it was found complete.

D. If deficiencies are found, the applicant shall be notified in writing that the application is not complete until such deficiencies are corrected.

E. The applicant is responsible for the accuracy of all data and information submitted on or with an application. Any application found at any time to be materially inaccurate or misleading shall be returned to the applicant with a notice stating that the application must be corrected and returned to the ~~community development director~~planning and building department ~~planning and building department~~.

F. All applications for a preliminary plat pursuant to this chapter shall be considered under the provisions of zoning and other land use control regulations of this code, in effect on the land at the time of filing a fully complete application.

17.12.132 File number and distribution of copies.

The ~~community development director~~planning and building department shall assign the preliminary plat a permanent file number and distribute copies of the plat to:

A. ~~The development review committee; The city department of water, waste water, stormwater, fire, streets, building, airport, and police.~~

B. County, city, and state officials with jurisdiction over the area of, or adjacent to, the plat, including districts and tribes.

17.12.136 Development review committee.

A. Preliminary plats will be reviewed by the DRC for consistency with all applicable regulations.

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B. The DRC shall review the preliminary plat to ensure that:

1. The proposed preliminary plat is consistent with the comprehensive plan for:

a. Type of land use;

b. The level of development, such as units per acre or other measure of density;

c. Infrastructure, including public facilities and services needed to serve the development; and

2. The proposed preliminary plat is consistent with the development regulations, including:

a. Conformance with site requirements (zoning and dimensional requirements);

b. Conformance of the street system with the adopted street plans and is laid out in such a manner as to provide for safe and efficient circulation of traffic;

c. Adequately served with approved water, sewer and other appropriate utilities;

d. The layout of lots, their size and dimension, taking into account topography and vegetation on the site in order that buildings may be reasonably sited, and that the least disruption of the site, topography and vegetation will result from development of the lots;

e. Identified hazards and limitations to development have been considered in the design of streets and lot layout to assure that streets and building sites are on geologically stable soil considering the stress and loads to which the soil may be subjected.

3. Lack of compliance with the criteria in subsection (B)(2) of this section or any condition of approval, including mitigating conditions established in the SEPA process, shall be grounds for denial of a proposed preliminary plat.

17.12.144 Development review committee report and recommendation.

A. The DRC report and recommendation shall be distributed to the planning commission for a public hearing. A copy of the report and recommendation shall be sent to the applicant and to each person who requested such notification during the public review process.

B. The SEPA responsible official shall issue a threshold determination for the proposal consistent with the requirements of Chapter 17.15 CMC.

17.12.148 ~~Planning commission~~ hearing and decision.

A. The ~~planning commission~~ hearing examiner shall conduct a public hearing on any complete preliminary plat application received by the city. At the public hearing the planning commission shall consider all relevant evidence and any testimony presented.

B. The planning commission shall determine the following:

1. The preliminary plat conforms to the general provisions of the comprehensive plan, as well as all applicable zoning regulations;

2. The preliminary plat makes adequate provisions for roads, wastewater disposal, water supply and fire protection, storm water drainage, park and recreational facilities, schools, and other public and private facilities, utilities, and improvements; and

3. All applicable requirements of SEPA have been met.

C. The ~~planning commission~~ hearing examiner, at ~~its~~ their sole discretion, may continue any hearing to a future date.

D. No later than ~~30-14~~ days following the conclusion of the public hearing the planning commission shall render a decision to approve, approve with conditions, or deny the preliminary plat application. All decisions of the ~~planning-commissionhearing examiner~~ shall include written findings of fact and conclusions in support of its decision.

E. Any application for a variance shall be considered by the ~~planning-commissionhearing examiner~~ concurrently with the preliminary plat application. The ~~planning-commissionhearing examiner~~ shall make findings and conclusions on the variance application consistent with the criteria established in CMC 17.09.190.

17.12.156 Notification of decision.

The ~~community-development-directorplanning and building department~~ shall notify the applicant by mail within 10 days of the decision by the planning commission. The action of the planning commission shall be noted on two copies of the preliminary plat, including a listing of any conditions imposed by the planning commission. The ~~community-development-directorplanning and building department~~ shall return one copy to the applicant and retain one copy for the permanent file.

17.12.160 Preliminary plat appeal.

Any appeal of a preliminary plat decision shall be made as prescribed **in CMC 17.09.160.**

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17.12.164 Duration of preliminary plat approval.

Except as provided in CMC 17.12.430:

A. Approval of the preliminary plat shall be effective for five years from the date of the approval by the planning commission, during which time a final plat must be prepared and submitted with a final plat application consistent with the terms and conditions of the preliminary plat approval.

B. The applicant may file a written request with the DRC before the expiration of the five-year period for a one-year extension upon showing that the applicant has attempted in good faith to submit the final plat within the initial five-year period, and the primary reason for the delay has been caused by action or acquiescence of a controlling party or agency beyond the control of the applicant.

C. The DRC may grant the one-year extension if it is determined that the preliminary plat continues to serve the public use and interest and complies with existing zoning or other applicable laws or plans and conditions of approval.

D. Knowledge of this expiration date and initiation of a request for extension is the responsibility of the applicant. The city will not provide notification of expiration of preliminary plat approvals.

17.12.168 Modifications.

After the preliminary plat has been approved, it shall not be altered unless modifications are approved by the DRC and consistent with any applicable master plan of development. Substantial modification or any modification which is inconsistent with this title or adopted master plan shall not be approved by the DRC and shall require resubmittal of the preliminary plat in accordance with the procedures and regulations in this title as if it were a new application.

17.12.172 Final plat application.

A. A final plat shall be submitted by the applicant to the DRC within five years after approval of the preliminary plat, or within any approved extension period, except for plats submitted by a port district and pursuant to a master plan, and within an IDD. See CMC 17.12.400 for such final plat applications.

B. Applications for approval of the final plat shall be made upon a form prescribed by the DRC (Appendix Chapter B), and shall be accompanied by a final plat and a current title company report, and shall include:

1. The legal description of the parcel being short platted;
2. The names of all persons or legal entities having ownership interest in the property;
3. All divisions or tax segregation of the property within the preceding five years;

4. Confirmation that the persons or legal entities signing any dedications are the owners of the land signing the certificate;
5. Any easements or restrictions affecting the property, with a description of the purpose and referenced by the auditor's file number or recording number;
6. The appropriate fee, as established by Appendix Chapter A;
7. A record of survey of the approved preliminary plats; and
8. As-built drawings consistent with the requirements of the development engineering standards.

C. If the final plat is not sufficient as to form or content, the DRC shall return it to the applicant for correction of deficiencies.

D. By filing an application for final plat approval, the applicant grants to the city, its staff, or representatives the right to enter the property, consistent with CMC 17.12.090.

17.12.176 Final plat review and approval – Within city limits.

A. Upon receipt of the final plat and accompanying data specified, the DRC shall review the final map and document to determine whether the plat conforms with the approved preliminary plat and complies with the provisions of this title and other applicable laws.

B. Within 28 days, the DRC shall submit a staff report and the final plat with a recommendation to the planning commission.

C. Upon a DRC determination that the final plat conforms fully with all applicable regulations and standards, the chairperson of the DRC shall sign the final plat indicating such determination.

D. The commission shall approve the final plat upon finding that the final plat has been submitted in accordance with the provisions of this title, and all other applicable laws, and the required improvements have been completed or that arrangements or contracts have been entered into to guarantee that such required improvements will be completed, and that the interests of the city are fully protected. The commission, by majority vote, shall approve the final plat. The commission shall authorize the mayor to sign the final plat, accepting such dedication and easement as may be included.

E. The ~~community development director~~planning and building department shall forward the final plat to the county auditor's office for recording.

17.12.178 Final plat review and approval – Outside city limits.¹

A. Upon receipt of the final plat and accompanying data specified, the DRC shall review the final map and document to determine whether the plat conforms with the approved preliminary plat and complies with the provisions of this title and other applicable laws.

B. Within 28 days, the DRC shall submit a staff report and the final plat with a recommendation to the board of county commissioners.

C. The board of county commissioners may take such action on such final plat application as they deem appropriate.

D. Upon approval by the board of county commissioners, the ~~community development director~~planning and building department shall forward the final plat to the county auditor's office for recording.

17.12.180 Recording and maintenance of the plat.

The original of the final plat shall be filed by the ~~community development director~~planning and building department for record with the county auditor within 30 days of approval. The original of the final plat shall be maintained by the ~~community development director~~planning and building department and copies of such plat shall be made available to any party at cost.

17.12.184 Effect of approval.

A final plat shall be governed by the terms of approval of the final plat, and the statutes, ordinances, and regulations in effect at the time of approval.

17.12.200 Short plats.

A. The provisions of this section through CMC 17.12.255 shall apply to subdivisions of at least two but not more than nine lots.

B. Short plats of two or more conforming parcels of land in the same ownership having contiguous boundaries may be permitted; provided, that no more than 18 lots are created within the contiguous ownership. Nonconforming parcels or unlawful segregations shall be considered independent property and shall not be considered in any multiple short plat; provided, if the entire proposal would correct or eliminate any nonconforming or unlawful segregation, and would not require a variance therefor, the DRC may consider such property within a short plat proposal.

C. Multiple short plats shall be considered one project for determining applicability of other provisions of this title.

D. Land within a short plat shall not be further divided in any manner within a period of five years after recording of the short plat without being processed as a regular subdivision.

17.12.205 Application requirements.

A. Any application to subdivide land into two to nine lots shall be submitted to the DRC on a standard application form and together with eight paper copies or one reproducible copy of the proposed short plat. The form and contents of the short plat application are identified in Appendix Chapter B.

B. Each short plat application or project submitted creating five or more lots shall be subject to the requirements of Chapter 17.15 CMC, State Environmental Policy Act (SEPA), and shall be accompanied by an environmental checklist and the required filing fee

17.12.210 Short plat procedure.

Review of a short plat will follow procedures established in CMC 17.12.215 through 17.12.240.

17.12.215 Optional presubmission conference – Short plat.

Before making any application under this chapter, the applicant is encouraged to review the proposal informally with the DRC in a presubmission conference. At the meeting the applicant is encouraged to provide as much of the information required for submission of a short plat application as may be available. The conference should take place prior to detailed work by an engineer or surveyor. The purpose of the conference is to identify potential issues in order for the application to be processed without undue hardship for the applicant.

17.12.220 Filing of applications.

A. All applications pursuant to this chapter shall be filed with the DRC and may be accompanied by applications for other permits or approvals. Any proposal which would create five or more lots shall be subject to the requirements of Chapter 17.15 CMC, State Environmental Policy Act (SEPA), and shall submit a SEPA checklist and the required filing fee as part of the application for short plat.

B. All short plats shall be prepared by a land surveyor licensed in the state of Washington.

C. The ~~community development director~~planning and building department shall note the date of receipt of the application and shall notify the applicant within 28 days of receipt of any deficiencies found in the application under this title.

D. If no deficiencies are found, and all applicable fees are paid, the DRC shall accept the application as fully complete and the application shall be deemed filed as of the date it was found complete.

E. The applicant is responsible for the accuracy of all data and information submitted on or with an application. Any application found at any time to be materially inaccurate or misleading shall be returned to the applicant with a

notice stating that the application must be corrected and returned to the ~~community development director~~planning and building department.

F. All applications for a short plat pursuant to this chapter shall be considered under the provisions of zoning and other land use and environmental regulations of this code in effect on the land at the time of filing a complete application.

17.12.225 Notice of application.

A. For short plats of four or fewer lots being created from contiguous ownership, the city shall not be required to send public notice.

B. For short plats of five to nine lots being created from contiguous ownership, the city shall prepare and send notices of the proposed short plat to:

1. The owners of property within 300 feet of the subject property;
2. Any agency with jurisdiction on or adjacent to the proposal identified in CMC 17.12.230; and
3. Any other person deemed appropriate by the DRC.

C. Such notices shall be mailed within 14 days after the filing of a complete application and shall contain:

1. The name of the applicant and the proposed short plat;
2. The street address of the property to be short platted or, if this is not available, a legal description of the location;
3. A description of the proposal, including the number of lots proposed, typical lot size and the proposed use;
4. A statement of the right of any person to submit written comments to the DRC regarding this matter, and the deadline for submitting comments; and
5. A statement that only persons that submit written comments to the DRC may appeal the decision on the short plat.

17.12.230 File number and distribution of copies.

The ~~community development director~~planning and building department shall assign the short plat a permanent file number and distribute copies of the plat to:

A. The DRC; and

B. County, city, and state officials with jurisdiction over or adjacent to the area of the plat, including districts and tribes.

17.12.235 Development review committee review.

A. The DRC will review completed short plat applications within 120 days.

B. The DRC shall review the short plat to ensure that:

1. The proposed short plat is consistent with the comprehensive plan for:
 - a. Type of land use;
 - b. The level of development, such as units per acre or other measure of density;
 - c. Infrastructure, including public facilities and services needed to serve the development; and
2. The proposed short plat is consistent with the development regulations including but not limited to:

- a. Conformance with site requirements (zoning and dimensional requirements);
 - b. Conformance of the street system with the adopted street plans and is laid out in such a manner as to provide for safe and efficient circulation of traffic;
 - c. Adequately served with city-approved water, sewer and other appropriate utilities;
 - d. The layout of lots, their size and dimension, taking into account topography and vegetation on the site in order that buildings may be reasonably sited, and that the least disruption of the site, topography and vegetation will result from development of the lots;
 - e. Identified hazards and limitations to development have been considered in the design of streets and lot layout to assure that streets and building sites are on geologically stable soil considering the stress and loads to which the soil may be subjected.
3. The proposed short plat for five to nine lots has received SEPA review and shall not create a significant adverse impact that cannot be mitigated.

17.12.240 Development review committee decision.

A. The DRC decision shall be made a matter of record and shall include:

- 1. A statement approving with or without conditions, modifying and approving, or denying the application;
- 2. Findings and conclusions on the record pursuant to CMC 17.12.235(B) (criteria);
- 3. Any conditions, restrictions and modifications that are determined to be necessary to eliminate or minimize any undesirable effects or impacts that would result from approving the proposed short plat.

B. Accompanying the DRC decision, the SEPA responsible official shall issue a threshold determination for short plats of five to nine lots.

C. Within four working days after the DRC written decision is issued, the city shall distribute a copy of the decision to the applicant and to each person who requested such notification. Such notification shall also include the method of appeal of the decision.

17.12.245 Appeals.

Appeal of a short plat shall be filed within 14 days after the notice of decision or other notice that the decision has been made and is appealable as provided in CMC 17.09.160. Failure of any person to appeal shall constitute acceptance of the DRC decision.

17.12.250 Approval of short plat.

A. Short plat approval is valid for one year. During that period, the conditions of approval, if any, must be fulfilled and the short plat filed for record. An extension to the time period may be requested for good cause shown. The DRC may grant an extension of one additional time period not to exceed one year.

B. If the conditions attached to the short plat approval are not fulfilled or the short plat is not filed for record within the required period, approval of the short plat shall become null and void.

C. Approved short plats shall become effective upon filing for record with the Lewis County auditor.

D. Development permits shall not be issued for short platted property until all applicable conditions and recording have been accomplished.

17.12.255 Recording and maintenance of the short plat.

The original of the short plat shall be filed by the ~~community development director~~ [planning and building department](#) for record with the county auditor within 30 days of approval. The original of the short plat shall be maintained by the ~~community development director~~ [planning and building department](#) and copies of such plat shall be made available to any party at cost.

17.12.300 Binding site plan.

The provisions of this section through CMC 17.12.360 shall apply to portions of real property which are leased, but not sold, to persons, firms or corporations other than the owner.

17.12.310 Applicability.

The following proposed division of land shall be governed by the provisions of this section:

- A. A division of land for the purpose of lease of lots or tracts for residential, industrial or commercial development upon which more than one principal building may be constructed upon one lot of record; or
- B. A division of land which is to be developed for residential condominiums pursuant to Chapter 64.32 RCW; or
- C. Any development which requires the creation of a private road to serve leased tracts, sites or buildings within a lot of record.

17.12.320 Application.

A. Application for approval of a binding site plan shall be made upon forms provided by the DRC along with eight paper copies or one reproducible copy of the binding site plan to the DRC. The binding site plan shall be prepared by a land surveyor licensed in Washington. The form and contents of the binding site plan are identified in Appendix Chapter B.

B. An environmental checklist shall accompany the application.

17.12.330 Development review committee review – Binding site plans.

A. The procedure for notice and the DRC review and decision for binding site plans and condominiums shall follow the procedure for short plats identified in CMC 17.12.210 through 17.12.240.

B. The DRC shall approve the binding site plan with or without conditions, or deny the application based upon the following findings:

1. The conformance of the proposed binding site plan with all city codes, ordinances, plans and regulations; and
2. The adequacy of water supply, sanitary and storm sewer facilities, fire hydrants and fire flow, internal access to all proposed uses within the site, open spaces and parking facilities.

C. Approval of the preliminary binding site plan shall be valid for five years. During that period a final site plan shall be filed with the DRC. Upon good cause shown, the DRC may allow an extension of one additional one-year period.

17.12.340 Final site plans.

A. The applicant shall revise the approved conceptual binding site plan to reflect all required improvements and conditions, and shall include all additional inscriptions, certifications, easements, conditions and limitations for the use of the land, as may be required by the DRC.

B. All final site plans shall be prepared by a land surveyor licensed in Washington.

C. The final site plan shall be submitted to the DRC as one or more sheets (one set) of 18-inch-by-25-inch mylar or similar reproducible material, with one-inch borders, or eight paper copies. All lettering shall be in permanent black ink, including any signatures, which shall be originals.

D. The final site plan shall be certified by the DRC as to its accuracy, completeness, and compliance with the conditions of approval.

E. The final site plan shall bear the certification of the public works department or designated consultant that the proposed improvements are in accordance with requirements of applicable city codes.

17.12.350 Recording and maintenance of the final binding site plan.

The original of the final binding site plan shall be filed by the ~~community-development-directorplanning and building department~~ for record with the county auditor within 30 days of approval. The original of the final binding site plan shall be maintained by the ~~community-development-directorplanning and building department~~ and copies of such plan shall be made available to any party at cost.

17.12.360 Amendment.

Amendment of a recorded site plan shall require submission of a new application following the same process as required for the original application.

17.12.400 Master planned areas.

Real property which is identified and prescribed for development within an adopted master plan for development shall be reviewed for consistency with the following sections, as well as the adopted master plan.

17.12.410 Applicability.

The provisions of this section through CMC 17.12.485 shall apply to real property which is identified in an adopted master plan for development, located within an industrial development district, or owned by the Port of Chehalis, and proposed for segregation by the Port of Chehalis.

17.12.415 Required presubmission conference – Preliminary plat.

A. Before making any application under this chapter, the applicant shall arrange to review the proposal informally with the DRC in a presubmission conference. The proposal shall be in writing, and include as much of the information required for submission of an application as may be available. The conference should take place prior to detailed work by the engineer or surveyor.

B. The conference should include discussion of the comprehensive plan, street plan, shoreline master program, zoning, water supply and sanitary and storm sewer disposal, development concepts and other city requirements and permits, and the environmental impacts of the plat. The possibilities of future development on adjacent land shall also be discussed. The purpose of the conference is to identify potential problems in order for the application to be processed without delay, and matters discussed at such conference shall not be deemed to be binding upon either party.

C. The presubmission conference shall occur at the earliest practical opportunity at the discretion of the applicant.

17.12.420 Application.

A. Application for approval of a subdivision or short plat made under this circumstance shall be made upon forms provided by the DRC along with eight paper copies or one reproducible copy of the proposed site plan to the DRC. The site plan shall be prepared by a land surveyor licensed in Washington. The form and contents of the site plan are identified in the adopted development engineering standards (Chapter 12.04 CMC).

B. An environmental checklist and applicable fees shall accompany the application.

17.12.425 Filing of applications.

A. All applications pursuant to this chapter shall be delivered to the ~~community-development-directorplanning and building department~~ and may be accompanied by applications for other approvals which may be required as a condition of approval of a proposed plat of land under this title, including but not limited to all regulations identified in this title.

B. The ~~community-development-directorplanning and building department~~ shall note the date of receipt of the application and shall notify the applicant within 28 days of receipt of any deficiencies found in the application under this title.

C. If no deficiencies are found and all applicable fees are paid, the ~~community-development-directorplanning and building department~~ shall accept the application as fully complete and the application shall be deemed filed as of the date it was found complete.

D. If deficiencies are found, the applicant shall be notified in writing that the application is not complete until such deficiencies are corrected.

E. The applicant is responsible for the accuracy of all data and information submitted on or with an application. Any application found at any time to be materially inaccurate or misleading shall be returned to the applicant with a notice stating that the application must be corrected and returned to the [community development director planning and building department](#). [Ord. 847B § 10, 2009.]

17.12.430 Development review committee review – Port segregation plans.

A. The procedure for notice and the DRC review and decision for applications submitted by the port shall follow the procedure for short plats identified in CMC 17.12.210 through 17.12.240.

B. The DRC shall approve the application with or without conditions, or deny the application based upon the following findings:

1. The conformance of the proposed site plan with the adopted master plan; and
2. The adequacy of water supply, sanitary and storm sewer facilities, fire hydrants and fire flow, internal access to all proposed uses within the site, open spaces and parking facilities.

C. Approval of the preliminary site plan for a subdivision meeting the requirements of CMC 17.12.400 through 17.12.485 shall be valid until a final site plan application is presented for review and approval.

17.12.440 Final site plans.

A. The applicant shall revise the original approved preliminary plat to reflect any required and constructed improvements and conditions, and shall include all additional inscriptions, certifications, easements, conditions and limitations for the use of the land, as may be required by the DRC.

B. All final site plans shall be prepared by a land surveyor licensed in Washington.

C. The final site plan shall be submitted to the DRC as one or more sheets (one set) of 18-inch-by-25-inch mylar or similar reproducible material, with one-inch borders, or eight paper copies. All lettering shall be in permanent black ink, including any signatures, which shall be originals.

D. The final site plan shall be certified by the DRC as to its accuracy, completeness, and compliance with the conditions of approval.

E. The final site plan shall bear the certification of the public works department or designated consultant that the constructed (as-built) utility and transportation improvements are in accordance with requirements of applicable city codes.

17.12.445 Final site plan review and approval – Outside city limits.²

A. Upon receipt of the final plat and accompanying data specified, the DRC shall review the final map and document to determine whether the plat conforms with the approved preliminary plat and complies with the provisions of this title and other applicable laws.

B. Within 28 days, the DRC shall submit a staff report and the final plat with a recommendation to the board of county commissioners.

C. The board of county commissioners may take such action on such final plat application as they deem appropriate.

D. Upon approval by the board of county commissioners, the [community development director planning and building department](#) shall forward the final plat to the county auditor's office for recording. [

17.12.450 Recording and maintenance of the final site plan.

The original of the final site plan shall be filed by the [community development director planning and building department](#) for record with the county auditor within 30 days of approval. The original of the final site plan shall be

maintained by the ~~community development director~~planning and building department and copies of such plan shall be made available to any party at cost.

17.12.460 Amendment.

Amendment of a recorded site plan shall require submission of a new application for a short plat if such amendment qualifies for that process, or a new subdivision.

~~17.12.470 General layout of lots.~~

~~A. All lots within a regular subdivision must meet the minimum size and dimension requirements established in the adopted master plan. In the absence of specific criteria in such master plan relating to bulk dimensions, each lot created must meet the minimum lot size and configuration established in the applicable land use zone. The 10-percent criteria specified in CMC 17.12.070(D) relating to environmentally sensitive areas shall not apply if an approved mitigation project is a component of the subdivision application or the adopted master plan.~~

~~B. In any short plat or subdivision, a lot created for the exclusive purpose of utility fixtures or equipment need not comply with the dimensional standards required by this chapter, provided, that an easement or dedication is recorded for such utility purpose within the approval documents.~~

~~C. Flag lots serving commercial and industrial uses will be permitted provided the flag is designed in a manner to allow for sufficient access to the parcel for a commercial and industrial user. The limitation on flag lots contained in CMC 17.12.070(E) does not apply to master planned areas.~~

Commented [TB33]: Moved to 17.12.070

~~17.12.475 Streets and roads.~~

~~A. All lots must have legal access to either a public right of way or a private street or road. The city may require that the legal right of access be granted to other adjoining properties in order to provide a safe and efficient circulation system within the subdivision.~~

~~B. Streets, roads and driveways shall be designed with appropriate consideration for existing and planned streets or roads, anticipated traffic patterns, topographic and drainage conditions, public convenience and safety, and the proposed uses of the land served.~~

~~C. The standard width and engineering design of public rights of way, streets and roads shall conform to the requirements of the development engineering standards. Private streets serving more than four lots shall be constructed to public street standards consistent with the anticipated functional classification. Private streets serving four or fewer lots may be constructed to standards contained in the adopted master plan, or to private street standards if the adopted master plan contains no such standards.~~

~~D. Where necessary to connect to existing streets or roads, or to provide for overall area circulation, streets or roads created as part of the subdivision may be required to extend to the outside boundaries of the plat.~~

~~E. Public street or road grades, curves, frontage improvements, and intersections shall be engineered and be consistent with development engineering standards. Private streets may be consistent with standards contained in the adopted master plan, or with the development engineering standards if the adopted master plan contains no such standards.~~

~~F. Plats and short plats shall incorporate provisions for controlling access onto arterial roads in accordance with accepted engineering practices and the development engineering standards.~~

~~G. When proposed, privately owned and maintained roads serving lots may be approved when it is determined that:~~

- ~~1. The road is not required to be public, pursuant to subsection (A) or (H) of this section; and~~
- ~~2. Approved provisions for future maintenance of such private roads are identified in the proposal.~~

~~H. Dedication to the city of public right of way shall be required within or along the boundaries of the plat or short plat under the following circumstances:~~

~~1. Where the adopted six-year transportation improvement plan indicates the necessity of a new right-of-way or portion thereof for street purposes; or~~

~~2. Where necessary to extend or to complete the existing street pattern.~~

Commented [TB34]: Moved to 17.12.075

~~17.12.477 — Transit/bus stops.~~

~~A. All subdivisions shall provide approved transit/bus stops as depicted within the adopted master plan. In the absence of specific criteria for transit stops, such a stop shall be provided within 1,000 feet of every lot created if one does not currently exist. Such stop shall be located upon a public or private street or road unless an alternate location is approved by the serving transit authority and the DRC. Any such stop located upon a right-of-way shall comply with all applicable requirements of the development engineering standards.~~

~~B. Notwithstanding any provisions of the development engineering standards, no transit/bus stop shall be located such that a bus serving such stop would be required to back up to continue service on its assigned route.~~

~~C. If, during the development review process, the serving transit authority or operator of the transit system advises the DRC that the proposed transit/bus stops will not be served within a reasonable time by a regular bus route and schedule, the DRC may defer the construction of the transit shelter, provided that the required bus pull-out lane is constructed. Any future construction of a bus shelter shall be at the discretion of the transit authority or operator, and must be approved by the public works department if located upon a public right-of-way.~~

Commented [TB35]: Moved to 17.12.077

~~17.12.480 — Utilities.~~

~~A. The applicant shall provide for connections to the public water service for each lot created.~~

~~B. The applicant shall construct and dedicate to the city a water system consistent with city standards that will provide adequate fire flow and all fire fighting infrastructure and appurtenances required by the fire marshal; except, a dedicated water system will not be required if all of the following apply:~~

- ~~1. Four or fewer lots are created;~~
- ~~2. No building is more than 100 feet from a water meter placed on a public right-of-way;~~
- ~~3. No building is more than 300 feet from a fire hydrant on a public right-of-way;~~
- ~~4. All other applicable water utility criteria are met.~~

~~C. The applicant shall comply with the construction phase and permanent storm water control requirements of the development engineering standards. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage.~~

~~D. The applicant shall provide for connections to the sanitary sewer system for each new lot created.~~

~~E. Arrangements shall be made by the applicant to install all utility lines, including electricity and telephone service, underground. All utilities, utility equipment and facilities, such as water, sewer, electrical, gas, telephone, and cable, shall be located and constructed to minimize or eliminate flood damage.~~

~~F. Utility lines, other than in rights-of-way and vehicular access easements or tracts, shall be within an easement centered on property lines wherever possible. Except in unusual circumstances, easements for utilities shall be at least 20 feet in width. The city may require that utilities be extended to the perimeter of the plat or short plat adjoining other properties, and easements be granted therefor, in order to provide an efficient utility system. [Ord.]~~

Commented [TB36]: Moved to 17.12.080

~~17.12.485 — Dedication of open space.~~

~~A. All subdivisions shall provide for parks, open space, greenbelt and/or buffer strips, wetlands and other identified environmentally sensitive areas as depicted in the adopted master plan.~~

~~B. Open space, parks, or common areas shall be efficiently located and provided with adequate access, and comply with any applicable agency requirements.~~

Commented [TB37]: Moved to 17.12.085

¹See also the interlocal agreement between Chehalis and Lewis County effective February 1, 2006.

²See also the interlocal agreement between Chehalis and Lewis County effective February 1, 2006.

17.12.500 Table of required information.

<u>TABLE OF REQUIRED INFORMATION</u>	<u>Short Plat/Large Lot</u>		<u>Subdivision</u>		<u>Boundary Line Adjustment/ Lot Consolidation</u>	
	<u>Preliminary</u>	<u>Final</u>	<u>Preliminary</u>	<u>Final</u>		
1. <u>Scale. All pertinent information shall be shown normally at a scale of 1 inch to 100 feet; however, the scale may be increased or decreased to fit standard size sheets of 18 inches by 24 inches. In all cases, the scale shall be a standard drafting scale, being 10, 20, 30, 40, 50, or 60 feet to the inch or multiples of 10 for any one of these scales.</u>	X	X	X	X	X	X
2. <u>Appropriate identification of the drawing as a short plat, large lot, subdivision, preliminary, final, boundary line adjustment, binding site plan and the name of the development. The name shall not duplicate or resemble the name of any other subdivision in the county unless the subject subdivision is contiguous to an existing subdivision under the same subdivision of the same last name filed.</u>	X	X	X	X	X	X
3. <u>Plat certificate verifying ownership and encumbrances.</u>		X		X	X	X
4. <u>The names and addresses of the owner(s) and surveyor or engineer.</u>	X	X	X	X	X	X
5. <u>The date, north point and scale of the drawing.</u>	X	X	X	X	X	X

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<u>TABLE OF REQUIRED INFORMATION</u>	<u>Short Plat/Large Lot</u>		<u>Subdivision</u>		<u>Boundary Line Adjustment/ Lot Consolidation</u>		
	<u>Preliminary</u>	<u>Final</u>	<u>Preliminary</u>	<u>Final</u>			
6. A full legal description and location of the entire development property.	X	X	X	X	X	X	Formatted Table
7. The locations, widths, lengths and names of both improved and unimproved streets and alleys within or adjacent to the proposed development together with all existing easements and other important features such as section lines, section corners, city and urban growth area boundary lines, and monuments.	X	X	X	X	X	X	Formatted: Font: 10 pt
8. The address of each lot including number, street name, city, state and zip code.		X		X	X	X	Formatted: Font: 10 pt
9. The name and location of adjacent subdivisions and the location and layout of existing streets which are adjacent to or across contiguous right-of-way from the proposed development.	X		X				Formatted: Font: 10 pt
10. The location and approximate dimensions of lots, proposed lot and block numbers.	X	X	X	X	X	X	Formatted: Font: 10 pt
11. The location, approximate acreage and dimension of areas proposed for public use.	X	X	X	X	X	X	Formatted: Font: 10 pt
12. The location, approximate acreage and dimension of areas proposed for open space, park, recreation, and/or common ownership.	X	X	X	X	X	X	Formatted: Font: 10 pt
13. The property's current zoning.	X	X	X	X	X	X	Formatted: Font: 10 pt

<u>TABLE OF REQUIRED INFORMATION</u>	<u>Short Plat/Large Lot</u>		<u>Subdivision</u>		<u>Boundary Line Adjustment/ Lot Consolidation</u>		
	<u>Preliminary</u>	<u>Final</u>	<u>Preliminary</u>	<u>Final</u>			
14. Existing contour lines at sufficient intervals for slopes of 15% or more. Show existing evaluations related to some established benchmark or datum approved by the city engineer. (1929 NGVD)	X		X		X	X	Formatted Table
15. The locations and sizes of existing public and private sanitary sewers, water mains, and public storm drains, culverts, fire hydrants and electrical lines within and adjacent to the proposed development.	X		X		X	X	Formatted: Font: 10 pt
16. The approximate curve radii of any existing public street or road within the proposed development.	X		X			X	Formatted: Font: 10 pt
17. Existing uses of property and locations of all existing buildings and designating which existing buildings are to remain after completion of the proposed development.	X	X	X		X	X	Formatted: Font: 10 pt
18. The location of areas subject to inundation, stormwater overflow, and/or within a designated 100-year floodplain, all areas covered by water, and the location, width and direction of flow of all water courses.	X	X	X	X	X	X	Formatted: Font: 10 pt
19. Locations of existing natural features such as wetlands which would affect the design of the development.	X	X	X	X	X	X	Formatted: Font: 10 pt
20. A vicinity map showing the location of the proposed	X		X		X	X	Formatted: Font: 10 pt

<u>TABLE OF REQUIRED INFORMATION</u>	<u>Short Plat/Large Lot</u>		<u>Subdivision</u>		<u>Boundary Line Adjustment/ Lot Consolidation</u>		
	<u>Preliminary</u>	<u>Final</u>	<u>Preliminary</u>	<u>Final</u>			
development in relation to the rest of the city.						Formatted Table	
21. The approximate locations, widths, lengths, names and curve radii for all proposed streets.	X		X		X	X	Formatted: Font: 10 pt
22. The locations and dimensions of proposed lots and the proposed lot and block numbers. Numbers shall be used to designate each such block and lot. Where a plat is an addition to a plat previously recorded, numbers of blocks and lots or parcels shall be in consecutive continuation from a previous plat.	X	X	X	X	X	X	Formatted: Font: 10 pt
23. A preliminary public facilities plan for the location and construction of proposed water service facilities to serve the development.	X		X			X	Formatted: Font: 10 pt
24. A preliminary public facilities plan and profile for the location and construction of proposed sanitary sewer facilities to serve the development.	X		X			X	Formatted: Font: 10 pt
25. A preliminary plan for storm drainage, erosion and sedimentation control.	X		X			X	Formatted: Font: 10 pt
26. Locations, widths, and lengths of streets and roads to be held for private use and all reservations or restrictions relating to such private roads.	X	X	X	X	X	X	Formatted: Font: 10 pt
27. Designation of any land the council may require held for public reserve and configuration	X	X	X	X		X	Formatted: Font: 10 pt

<u>TABLE OF REQUIRED INFORMATION</u>	<u>Short Plat/Large Lot</u>		<u>Subdivision</u>		<u>Boundary Line Adjustment/ Lot Consolidation</u>	
	<u>Preliminary</u>	<u>Final</u>	<u>Preliminary</u>	<u>Final</u>		
of projected lots, blocks, streets and utility easements should the reserved land not be acquired.						
28. All areas and the proposed uses thereof to be dedicated by the owner.	X	X	X	X	X	X
29. The following survey data:						
(a) Track, block and lot boundary lines with dimensions;	X	X	X	X	X	X
(b) Street rights-of-way widths with centerline;		X	X	X	X	
(c) Radius, length, central angle of all tangent curves; radius, length, centered angle, long chord distance and bearing of all nontangent curves;		X	X	X	X	X
(d) Ties to boundary lines and section or 1/4 section corners immediately surrounding the development;		X		X	X	X
(e) The location and type of all permanent monuments within the development including initial point, boundary monuments and lot corners.		X		X	X	X
30. Reference points of existing surveys identified, related to the plat by distance and bearings, and referenced to a field block or map as follows:		X		X	X	X
(a) Stakes, monuments or other evidence found on the ground and used to determine the boundaries of the development;		X		X	X	X

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	<u>Preliminary</u>	<u>Final</u>	<u>Preliminary</u>	<u>Final</u>			
(b) <u>Adjoining corners of adjoining subdivisions;</u>		X		X	X	X	Formatted Table
(c) <u>Monuments to be established marking all street intersections and the centerlines of all streets at every point of curvature and the point of tangent;</u>		X		X	X	X	Formatted: Font: 10 pt
(d) <u>Other monuments as found or established in making of the survey required to be installed by the provisions of this chapter and state law.</u>		X		X	X	X	Formatted: Font: 10 pt
<u>31. The lot area in square feet identified on each lot on the plat.</u>	X		X		X	X	Formatted: Font: 10 pt
<u>32. Designation of proposed portions of subdivisions to be developed in phases, if any, indicated proposed sequence of platting.</u>	X		X				Formatted: Font: 10 pt
<u>33. All flood control features and references to easements or deeds for drainage land.</u>		X		X	X	X	Formatted: Font: 10 pt
<u>34. Deed restrictions or covenants, if any, in outline form.</u>	X		X				Formatted: Font: 10 pt
<u>35. Existing and proposed easements clearly identified and denoted by dashed lines and, if already of record, their recorded reference. The width of the easement, its length and bearing, and sufficient ties to locate the easement with respect to the development shall be shown.</u>	X	X	X	X	X	X	Formatted: Font: 10 pt

<u>TABLE OF REQUIRED INFORMATION</u>	<u>Short Plat/Large Lot</u>		<u>Subdivision</u>		<u>Boundary Line Adjustment/ Lot Consolidation</u>		
	<u>Preliminary</u>	<u>Final</u>	<u>Preliminary</u>	<u>Final</u>			
36. Identification of any land or improvements to be dedicated or donated for any public purpose or private use in common.	X	X	X	X	X	X	Formatted Table
37. The following certificates:							Formatted: Font: 10 pt
(a) A certificate signed and acknowledged by all parties having any record title interest in the land, consenting to the preparation and recording of the project;		X		X	X	X	Formatted: Font: 10 pt
(b) A certificate signed and acknowledged as above, dedicating to the public all land intended for public use;		X		X	X	X	Formatted: Font: 10 pt
(c) A certificate for execution by the city mayor;				X		X	Formatted: Font: 10 pt
(d) A certificate for execution by the city engineer;		X		X	X	X	Formatted: Font: 10 pt
(e) A certificate for execution by the planning commission representatives;		X		X	X	X	Formatted: Font: 10 pt
(f) A certificate for execution by the director of community development;		X		X	X	X	Formatted: Font: 10 pt
(g) A certificate for execution by the county auditor;		X		X	X	X	Formatted: Font: 10 pt
(h) A certificate for execution by the county treasurer;		X		X	X	X	Formatted: Font: 10 pt
(i) A surveyor's certificate certifying that he is registered as a professional land surveyor in the state of Washington and certifies that the plat is based on		X		X	X	X	Formatted: Font: 10 pt

TABLE OF REQUIRED INFORMATION	Short Plat/Large Lot		Subdivision		Boundary Line Adjustment/ Lot Consolidation	
	Preliminary	Final	Preliminary	Final		
an actual survey of the land as described and that all monuments have been set and lot corners staked on the ground as shown on the plat.						
38. A statement of approval signed by the director of the State Department of Ecology, or its successor, for any portion of development which lies within a flood control zone.			X		X	
39. An executed surety (developer agreement and bond) when required.		X	X		X	
40. Appropriate architectural and site development plans which show the proposed building location, specific landscaping; prominent existing trees, ground treatment, sign-obscuring fences and hedges, off-street parking, vehicular and pedestrian circulation; and major exterior elevations of building(s).					X	
41. Such additional information pertaining to the land division or development site and the immediate vicinity as may be required by the administrative official for review of the proposal.	X	X	X	X	X	X

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