



INSTRUCTIONS FOR A FINAL SHORT SUBDIVISION

A Final Short Subdivision shall be submitted to the Director within five (5) years of the date that the preliminary approval became final or the short subdivision shall become null and void

General Information

- A. A complete application is required at the time of submittal. Please answer all questions on the application clearly and completely.
- B. The City's application form must be used.

Requirements

I. APPLICATION

- A. The following documents are required at time of submittal, unless otherwise indicated. A complete application will include:
 - 1. Completed Final Short Subdivision Checklist, Land Division Application and Declaration of Agency form
 - 2. Proof of ownership (copy of deed)
 - 3. Final Plan Drawings:
 - a. All drawings shall be to scale on an 18" x 24" sheet of paper (multiple sheets may be used); and
 - b. Contain the illustration information set forth in MMC 16.73.110(C)(3), except the Director may approve a scale up to one-inch equals 200 feet in order to fit the layout of a plat on a single sheet; and
 - c. Meet the survey requirements set forth in MMC 16.73.070; and
 - d. Include addressing of individual lots assigned by the City; and
 - e. Certificate for the approval signatures detailed in MMC 16.73.090; and
 - f. Treasure's certificate to ensure payment of taxes; and
 - g. Other information requested during the preliminary short plat or plat approval.
 - 4. If the short subdivision includes a dedication, the following statements shall be included:
 - a. The dedication of all streets and other areas to the public, and individual or individuals, religious society or societies, or to any corporation, public or private, as shown on the plat;
 - b. A waiver of all claims for damages against any governmental authority which may be occasioned to the adjacent land by the established construction, drainage and maintenance of said road;
 - c. Said statements shall be signed and acknowledged before a notary public by all parties having any interest in the lands subdivided.
- B. Lot Numbering. Lots shall be consecutively numbered; tracts shall be lettered alphabetically and in consecutive order.

- C. Plat Certificates. Three copies of a plat certificate for the subject property shall accompany a final subdivision application.
- D. Perimeter lot closures for all lots, tracts, and the exterior boundary.

Procedure

II. FINAL SHORT SUBDIVISION PROCESS

- A. Please submit the items listed above and any other information which may be required by the City at the time the application is filed.
- B. Staff will make a preliminary review to verify all information and identify corrections. Once all corrections have been made, the applicant will submit a final drawing (Mylar not required) with the property owner(s) signature(s). Original signatures are required. Once the appropriate city approval signatures are secured, the applicant will record the document with King County. The City requires one recorded copy.

III. CRITERIA FOR APPROVAL

- A. Before a final short subdivision may be granted, the Director or Designee shall find that the final short subdivision:
 - 1. Conforms to all terms of the preliminary approval; and
 - 2. Meets all zoning and engineering requirements; and
 - 3. Meets all requirements of MMC 16.73; and
 - 4. Meets all applicable local and state laws that were in effect at the time of vesting; and
 - 5. Improvements have been constructed, or a bond or other security has been secured at 130 percent of the estimated construction value accepted by the city.



DEVELOPMENT
SERVICES

FINAL SHORT SUBDIVISION CHECKLIST

501 EVERGREEN POINT ROAD MEDINA, WA 98039
PHONE: 425-233-6414/6400

This checklist contains the minimum submission requirements for final short subdivision that are due at the time of submittal. Please note that not all items listed may apply to your submittal.

COMPLETE APPLICATION

<input type="checkbox"/>	Final Short Subdivision Checklist
	Land Division Application: <input type="checkbox"/> Application form <input type="checkbox"/> Signature of applicant/agent
<input type="checkbox"/>	Declaration of Agency form
<input type="checkbox"/>	Proof of Ownership (copy of deed)
<input type="checkbox"/>	Final Plan Drawings with required information
<input type="checkbox"/>	Plat Certificates
<input type="checkbox"/>	Any related information and/or studies (as applicable)



**DEVELOPMENT
SERVICES**

LAND DIVISION APPLICATION

501 EVERGREEN POINT ROAD MEDINA, WA 98039
PHONE: 425-233-6414/6400

This application is for: Preliminary Short Subdivision Preliminary Subdivision
 Final Short Subdivision Final Subdivision

General Information

Owner Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Email: _____ Phone: _____

Agent / Primary contact

Name: _____ Email: _____

Contact Phone: _____ Alternative Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Property Information

General Location/Address: _____

Legal Description: _____ Tax Parcel Number: _____

Lot Size: _____ Date Lot was Created: _____

Is the lot within 200 feet of the shoreline?
 YES NO

Zoning: _____

PRIMARY ACCESS TO INDIVIDUAL LOT(S) WILL BE FROM (Check all the apply):

Public Right-of-Way

Name of Street(s): _____

Private Lane (see chapter 16.91 MMC)

Name of Nearest Intersecting Public Street: _____

PROVIDE THE FOLLOWING INFORMATION FOR THE NEW LOT(S):

	Lot Area		Dimensions		Length of Front Property Line (when access is by a private lane)
	Gross*	Net	Lot Width	Street Frontage	
Lot A					
Lot B					
Lot C					
Lot D					

* Gross area does not include area over water

PROVIDE THE FOLLOWING INFORMATION IF BUILDINGS WILL REMAIN AFTER RECORDING:

	Structural Coverage	Impervious Surface Coverage	Setbacks			
			Front	Rear	Side	Side
Lot A						
Lot B						
Lot C						
Lot D						

I certify under the penalty of perjury that I am the owner of the above property or the duly authorized agent of the owner(s) acting on behalf of the owner(s) and that all information furnished in support of this application is true and correct.

Signature _____ Owner Agent Date _____

Signature _____ Owner Agent Date _____

**SHORT SUBDIVISION
ATTACHMENT A**

CERTIFICATE OF OWNERS' FREE CONSENT:

Declaration:

We the undersigned owner(s) of interest in the land herein described do hereby make a short subdivision pursuant to RCW 58.17.060 and declare this short subdivision to be the graphic representation of the same, and that said short subdivision is made with the free consent and in accordance with the desire of the owner(s).

In witness where of we have set our hands and seals

OWNER(S):

(Print Owner's Name)

(Print Owner's Name)

NOTARIZE PROPERTY OWNER SIGNATURES:

STATE OF WASHINGTON

COUNTY OF KING

I, the undersigned, a Notary Public in and for the County of King in the State of Washington, do hereby certify that on this _____ day of _____, 20____, personally known (or proven on the basis of satisfactory evidence) to be the individual who executed the within instrument and foregoing instrument, and acknowledge that she/he signed and sealed the same as a free and voluntary act and deed for the uses and purposes therein mentioned.

Given under my hand and official seal this _____ day of _____, 20__

Notary Public in and for the State of Washington
residing at _____

ATTACHMENT A (Continued)

APPROVAL CERTIFICATES:

APPROVAL:

This short subdivision is in conformity with applicable zoning requirements and other land use controls which existed at the time of a complete application and is hereby approved this _____ day of _____, 20__

Director of Development Services

King County Department of Assessments:

Examined and approved this ____ day of _____, 20__

_____ Assessor _____ Deputy Assessor

Account No: _____

Recorder's Certificate:

Recording No. _____

Filed for record at the request of the City of Medina this _____ day of _____, 20__ at _____ and recorded in book _____ of surveys at page(s) _____.

_____ Manager _____ Superintendent of Records

STATEMENTS TO BE INCLUDED:

Approval of this short plat does not guarantee the approval of any future permits and/or approvals.

Pursuant to RCW 58.17.060, the land within this short subdivision may not be further divided in any manner within a period of five years without the filing of a final plat.