



## 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.
- C. A Notice of Complete Application or Notice of Incomplete Application will be issued within twenty-eight (28) days of submittal.
- D. A Preliminary Subdivision requires a hearing in front of the Medina Hearing Examiner.

## Requirements

### I. APPLICATION

- A. The following documents are required at the time of submittal, unless otherwise indicated. A complete application will include:
  - 1. Completed Preliminary Subdivision Checklist, Land Division Application and Declaration of Agency for
  - 2. Proof of ownership (copy of deed)
  - 3. A set of drawings that contain the following (drawings shall be to scale on an 18" x 24" sheet of paper; multiple sheets may be used to provide clarity):
    - a. Location of the site by section, township, range;
    - b. North arrow and the boundary of the lands being divided or having the boundary adjusted;
    - c. Scale at no less than one-inch equals 100 feet (larger scales such as 1:50, 1:20, and 1:30 are preferred);
    - d. Vicinity map showing the site clearly marked (smaller than 1:100 is acceptable);
    - e. The proposed layout and dimensions of lots and tracts;
    - f. The name of any adjacent subdivisions;
    - g. The approximate location, names and width of all existing and proposed streets, roads, private lanes and access easements within the boundaries of the lands being affected;
    - h. The location of existing and proposed improvements such as storm water facilities, sidewalks, utilities, power poles, etc., within the boundaries of the lands being affected and adjacent lots;
    - i. All existing and/or proposed easements or divisions proposed to be dedicated for any public purpose or for the common use of the property owners of the lands being subdivided;
    - j. A full and correct description of the lands being divided or having the lot lines adjusted;
    - k. Approximate location of existing structures and other improvements located on the site and whether such structures are proposed to remain on the property;

- I. Shorelines, streams, wetlands, wildlife habitat conservation areas, and geologically hazardous areas as defined in Chapter 16.50 MMC, Critical Areas, and the shoreline master program;
  - m. Topographical information showing existing contour lines at intervals of two feet elevation;
- B. Title report issued within 30 days of application, showing all persons having an ownership interest, a legal description describing exterior boundary of application site and listing all encumbrances affecting the site.
  - C. State Environmental Policy Act (SEPA) checklist
  - D. Water and sewer availability from City of Bellevue utilities
  - E. Perimeter lot closures for all lots, tract, and the exterior boundary
  - F. A word document formatted to Avery address labels containing the names of property owners and their mailing addresses for all properties within 300 feet **or** three (3) parcels depth, whichever distance is greater but not to exceed 1,000 feet. See mailing labels information bulletin for further information.
    - 1. Vicinity map showing the site with the 300' or three (3) parcels depth minimum buffer of property owners who will be notified of the application.
  - G. Any related information and/or studies (including but not limited to storm drainage report and critical areas report) required by other provisions of the Medina Municipal Code, identified in the preapplication meeting, or deemed necessary by the director.

## Procedure

### II. PRELIMINARY 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. Following receipt of the Preliminary Subdivision Application, the City will review the application for completeness and either issue a Notice of Application which includes a public commenting period outlined in MMC 16.80.110(B)(7) or a Notice of Incomplete Application, listing the additional required documentation. Any comments that are received by the public will be forwarded to the applicant for response. A hearing will be schedule with the Medina Hearing Examiner and a Notice of Hearing will be posted, mailed, and published according to the general notice requirements in MMC 16.80.140 at least fifteen (15) days before the hearing date.
- C. **STAFF REPORT AND MEETING AGENDA:** A staff report and meeting agenda will be emailed to the applicant for review a week before the scheduled hearing.

### III. PUBLIC HEARING

- A. The Hearing Examiner bases his/her decision on the information provided in the application and testimony given at the public hearing. Information provided to the applicant by City staff or consultants regarding previous actions shall in no way be construed to indicate what the Hearing Examiner's decision will be on a given application.

- B. At the public hearing all evidence for or against the application will be heard in the following order:
1. The Hearing Examiner will introduce the requested application.
  2. Testimony will be heard as follows:
    - a. Staff
    - b. Applicant and/or their representatives.
    - c. Audience in attendance.
  3. Correspondence applicable to the case will be provided to the Hearing Examiner.
- C. Testimony must be related to the case being considered.

#### **IV. DISPOSITION OF CASES**

- A. The Hearing Examiner may be prepared to make a recommendation on the case following the conclusion of the hearing or may continue the matter if sufficient reason for such action is found.
- B. Before any Preliminary Subdivision is granted, the all of the following conditions shall exist:
1. The proposal is in conformance with the comprehensive plan, shoreline master program, and any other city-adopted plans; and
  2. Provisions have been made for water, storm drainage, erosion control and sanitary sewage disposal for the subdivision that are consistent with current standards and plans as adopted in city code or ordinance; and
  3. Provisions have been made for roads, utilities, street lighting, street trees and other improvements that are consistent with the zoning code, Chapter 16.90 MMC, and engineering standards; and
  4. Provisions have been made for dedications, easements and reservations; and
  5. The proposal complies with the relevant requirements of the zoning code and all other relevant local regulations; and
  6. Appropriate provisions are made for:
    - a. The public health, safety, and general welfare and for such open spaces, drainage ways, streets or roads, alleys or other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and school grounds and all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school; and
    - b. The public use and interest will be served by the platting of such subdivision and dedication.
- C. The recommendation of the Hearing Examiner will be issued to City staff ten (10) working days from the public hearing. Once the recommendation has been received, the Preliminary Subdivision will be placed on the agenda of the next available City Council meeting for the council's decision.

#### **V. APPEALS**

The decision of the City Council may be appealed by filing a land use petition to King County Superior Court within twenty-one (21) days from the date of the decision.



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# PRELIMINARY SUBDIVISION CHECKLIST

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

This checklist contains the minimum submission requirements for a preliminary 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"/>	Preliminary 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"/>	Drawings with required information
<input type="checkbox"/>	Title report issued within 30 days of application
<input type="checkbox"/>	State Environmental Policy Act (SEPA) Checklist (if applicable)
<input type="checkbox"/>	Water and sewer availability from the City of Bellevue
<input type="checkbox"/>	Perimeter lot closures for all lots, tracts, and the exterior boundary
	Mailing labels – Word doc formatted to Avery address labels <input type="checkbox"/> Mailing labels containing the names of property owners and their mailing addresses for all properties within 300 feet <u>or</u> three (3) parcels depth, whichever distance is greater but not to exceed 1,000 feet. <input type="checkbox"/> Vicinity map showing the site with the 300' or three (3) parcels depth minimum buffer of property owners who will be notified of the application.
<input type="checkbox"/>	Any related information and/or studies (as applicable)



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# LAND DIVISION APPLICATION

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

This application is for:	<input type="checkbox"/> Preliminary Short Subdivision	<input type="checkbox"/> Preliminary Subdivision
	<input type="checkbox"/> Final Short Subdivision	<input type="checkbox"/> 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? <input type="checkbox"/> YES <input type="checkbox"/> 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 \_\_\_\_\_

**PRELIMINARY 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 preliminary subdivision pursuant to RCW 58.17 and declare this preliminary subdivision to be the graphic representation of the same, and that said preliminary 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 \_\_\_\_\_



