



# Short Subdivision

PB-02

## Community Development Department

501 N. Anderson, Ellensburg, WA 98926 (509) 962-7239 (Building) (509) 962-7231 (Planning) [permits@ci.ellensburg.wa.us](mailto:permits@ci.ellensburg.wa.us)

### 15.260.120 Short subdivision plat (sometimes referred to as short plats) review procedures and criteria.

- A. Procedures.** Short subdivisions are divisions that create nine or fewer lots and are sometimes referred to as short plats. Short subdivision applications are subject to the Type II review process as set forth in ECC Chapter 15.210, with exceptions provided herein.
- B. Application contents.** Applications for a preliminary short subdivision shall contain all of the items required for a preliminary subdivision in ECC 15.260.060(B) above *[insert-see code text below]* except as follows: No SEPA Checklist is required unless the proposed short subdivision is determined to not be exempt from SEPA review.
- C. Referral to city departments and other agencies for comments.** The community development department shall distribute one copy of the preliminary short subdivision application to the public works department, energy services department, building department, fire marshal, and any public agency that may be affected by the proposed preliminary subdivision.

Whenever the property proposed to be subdivided is located within one-half mile of the corporate limits of the unincorporated county, a copy of the proposed preliminary short subdivision application shall be distributed to the respective jurisdiction.

Comments may be submitted for 14 days after the date of issuance of the notice of application.

- D. Decision criteria.** The director may approve, approve with conditions, or deny a short subdivision application based on conformance with the following decision criteria:
1. Conformance with applicable provisions of the LDC, including the form and intensity standards in ECC Chapter 15.320, the streetscape design standards in ECC Chapter 15.410, the subdivision design standards in ECC Chapter 15.420, the project design standards in ECC Article 5, the [public works development standards](#), and applicable critical areas standards set forth in ECC Article 6;
  2. Integration of specific provisions. Short subdivisions shall integrate appropriate provisions for the public health, safety and general welfare and for such open spaces, drainage ways, streets or roads, alleys other public ways, transit stops, potable water supplies, sanitary wastes, natural gas mains and services, 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 walk to and from school;
  3. Public interest. The public's interest shall be served by the short subdivision and dedication;
- E. Time frame for approval:** The Administrator shall make a decision on approval or denial of a preliminary short subdivision application within 30 days of the determination that the application is complete. An approved preliminary short subdivision application is valid for 1 year from date of approval. Failure to submit the final short subdivision application within that 1 year timeframe will result in a lapse of the preliminary short subdivision approval

(OVER)

**ECC 15.260.060(B)**

**B. Application contents.** Applications for a preliminary subdivision shall contain the following:

1. The minimum application requirements set forth in ECC 15.220.020 and a completed subdivision application form provided by the department, which shall include the signatures of all owner's of interest in the land involved in the preliminary subdivision;
2. Payment of a the application fee in the amount established in the city's [adopted fee schedule](#);
3. A completed SEPA Checklist and payment of the SEPA application fee;
4. A completed critical area information form or critical area report pursuant to ECC Article 6, if applicable;
5. A title report of the property to be subdivided;
6. A recorded copy of the deed for the property to be subdivided;
7. Copies of all existing or proposed restrictive covenants involving the land within the proposed subdivision;
8. Names and addresses of the owner(s) of the property to be subdivided and of any person or entity holding an interest in the property as identified on the title report in sub-section 5 above;
9. Names and addresses of all property owners within 300 feet of the boundaries of the proposed subdivision as those names appear on the records of the Kittitas County Assessor;
10. The preliminary subdivision plat drawing which shall comply with all general drafting standards and Tier 3 drafting guidelines required by the city's [public works development standards – Section 5 - drafting standards](#). Five copies of the drawing shall be provided with the application, along with an electronic copy on CD media in a format readable by the city's current version of AutoCAD, and one reduced copy not to exceed 11-inches by 17-inches. In addition to the drafting standards set forth in the city's public works development standards, such drawing shall clearly show the following:
  - a. Vicinity sketch showing the parcel boundaries and the major street system, with street names, within a one-quarter-mile radius;
  - b. Zoning of the property proposed for subdivision;
  - c. Location and size of existing and proposed utilities, railroads, and irrigation rights-of-way on the property proposed for subdivision;
  - d. Plan view of proposed streets, their names and widths, pedestrian ways, all utilities and easements;
  - e. Location and size of all proposed ditches, culverts, catch basins, detention or retention ponds or other parts of the design for the control of surface water drainage;
  - f. Approximate boundaries of all areas subject to irrigation or storm water overflow;
  - g. Location, width and direction of flow of all watercourses on the site; and
  - h. Location and identification of all critical areas, including associated buffers, on the property proposed for subdivision or on adjacent properties, as required by ECC Article 6;
11. Preliminary grading plan pursuant to public works department requirements;
12. Preliminary storm water plan pursuant to public works department requirements;
13. Preliminary landscaping plan pursuant to Articles 4 and 5 of this title;

14. A narrative addressing ownership and maintenance of open spaces, stormwater facilities, public trails and critical areas, and the applicable approval criteria and standards of the Ellensburg Municipal Code. It should also address any proposed building conditions or restrictions;
15. Transportation study, if required by the public works department;
16. Location of any proposed building envelopes on the lots being created; and
17. Any other information in the opinion of the director which is necessary to determine if the proposed subdivision makes appropriate provisions for physical problems or hazards involving public health, safety and/or welfare.