

# Preliminary Plat Submittal Requirements

## 1. PURPOSE

The purpose of a Preliminary Plat is to allow for the subdivision of land into more than four (4) or more lots, tracts, parcels or divisions for the purposes of sale, lease, or transfer or building development

Subdivisions that are less than 4 lots that do not qualify for the Short Plat process may also be reviewed through the Preliminary Plat process.

A Preliminary Plat as defined by the Land Use Code is: A neat drawing of a proposed subdivision showing the proposed layout of streets and alleys, lots, blocks, utilities and restrictive covenants to be applicable to the subdivision, and other elements of a plat or sub division which furnish a basis for the approval or disapproval of the layout of a subdivision.

## 2. How to Apply

### Electronically Online

1. Gather your plans and supporting documents per the application checklist and plan set requirements
2. Save the documents in PDF file format per our [PDF File Format Requirements](#)
3. Apply and upload your plans to [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com).

Select the following options when applying:

**Land Use – Any Project Type – Land Division – Plat - Preliminary**

## 3. Steps Prior to Submittal of Preliminary Plat Application

1. A Feasibility/Collaboration meeting with city staff is recommended as an optional step to informally discuss general aspects about the proposed project and gather information regarding zoning, critical area mapping and other pertinent rules and regulations which relate to the anticipated development proposal. No formal application or fee is required for a Feasibility/Collaboration meeting.
2. A Pre-application is required to be held with City staff. An application and fee is required.
3. A Neighborhood Meeting with public notice is required and is facilitated by the Development Services Department prior to submittal of the Preliminary Plat application. No application or fee is required.

## 4. Submittal Requirements

- One completed original Permit Application, signed and dated. ([Permit Application](#)).
- One copy of an Affidavit of Ownership/Agent Authority form, signed and notarized by all property owners and lots involved that are part of the Lot Line Adjustment application. ([Affidavit of Ownership/Agent Authority](#))
- One [Transportation Concurrency Certificate Application with Trip Calculator](#)
- Application fee: ([Application fees](#))
- Environmental Checklist and fee ([SEPA Environmental Checklist](#))
- Two copies of each Technical Study if pertinent to the project including: wetlands, creeks, geotechnical for steep slopes, coal mine hazards, Archeological & Historic compliance (See [WA DAHP](#)).

- Meets and bound legal description and accurate legal description of any proposed utility or access easements, if applicable, prepared by a licensed land surveyor.
- Narrative describing the project, include the square footage of the existing lot and new lots. Include with the narrative, the square footage of dedicated rights-of-way, utility easements, and tracts.
- Vicinity map that identifies the location of the subdivision in relationship to its surrounding vicinity.
- Boundary and topographic survey.
- Existing significant tree plan. Significant trees are 6 inch dbh (4 ½ feet above average grade), or an alders and cottonwoods which are 8 inch dbh. Tree retention is required in accordance with IMC 18. 12.1385(A).
- Closure calculations.
- Storm drainage report.
- Preliminary clearing and grading plan, if applicable.
- Preliminary landscaping plan, if required for adjacent streets, landscaped tracts, etc.
- Preliminary street lighting plan.
- Plat Certificate or Title Report of subject property to confirm ownership, easements and encumbrances. An update may be required prior to final approval and recording of the subdivision.
- Clear copy of the Preliminary Plat drawings at a size of 8 ½" x 11" to be used for the City's mailing notice to surrounding property owners.
- Preliminary Plat drawings, at a size of 18" x 24". The drawing shall be prepared by a licensed land surveyor. The drawing shall show the information listed below in IMC 18.13.090.
- Traffic Impact Analysis (see [guidelines](#))

## 5. Submittal Requirements in Accordance With IMC 18.13.090

The following shall be part of the Preliminary Plat:

1. A vicinity map adequate to readily identify the location of the plat in relationship to its surrounding vicinity. A second vicinity map that identifies development projects in the surrounding area may be required;
2. The subdivision name and number, name and address of the owner, and the name and address of the land surveyor and the subdivision engineer;
3. The subdivision name and number, name and address of the owner, and the name and address of the land surveyor and the subdivision engineer;
4. The date of preparation, the true north point, a graphic scale and drawn to an appropriate decimal scale;
5. The legal description of the property to be subdivided;

6. The location of existing and proposed platted property lines, and existing section lines, streets, buildings, watercourses, railroads, bridges, and any recorded public or private utility or roadway easements, both on the land to be subdivided and on the adjoining lands that abut the proposed subdivision, for a distance of one hundred (100) feet from the edge of the subject property;
7. Contours (solid), proposed contours (dotted) and elevation (at minimum five (5) foot intervals) to the extent necessary to accurately predict drainage characteristics of the property. Contours shall be extended at least one hundred (100) feet beyond the boundaries of the proposed plat and references to the United States Coast and Geodetic Survey (U.S.C. and G.S.) datum;
8. The names, location, widths and other dimensions of proposed streets, alleys, easements, parks and other open spaces, reservations and utilities;
9. How the proposed subdivision will be served by utilities and the location of water and sewer lines;
10. The acreage of land to be subdivided; the number of lots, the area and dimensions of all lots; and the approximate square footage and approximate percentage of total acreage in open space;
11. The square footage of all dedicated rights-of-way, utility easements and tracts;
12. A statement of soil type, drainage conditions, present landscaping including a description of any natural or manmade land cover, wildlife present, the location of significant trees and information required in accordance with Chapter [18.12](#) IMC, and any other environmental factors which may be prescribed by the Planning Department;
13. All existing structures and distances from any existing and proposed lot lines within or abutting the subdivision within a distance of fifty (50) feet;
14. Monumentation of all exterior corners and streets and be surveyed by a land surveyor licensed in the state;
15. Provisions for sidewalks, placement or construction of traffic calming features and devices, and other planning features that assure safe walking conditions for students who walk to and from school, users of public transit and other pedestrians; and
16. All of the information requested on the application form by the Development Services Department Director/Manager.

## 6. Review and Approval Process

1. The Development Services Department, upon receiving a Preliminary Plat application and the appropriate application fee, will first review the proposal for compliance with existing zoning and subdivision regulations.
2. The application, when determined complete, will be routed to City Departments that will have an interest in the review.
3. Based upon any city review comments, the Development Services Department may ask for more information, ask that corrections be made to the application.
4. Preliminary plat proposals are reviewed through a Level 4 Review process and shall comply with all standards and criteria set forth in the Issaquah Municipal Code (Chapter 18.13 (Subdivisions)). The Hearing Examiner as the decision maker will hold a public hearing and will make the final decision on the Preliminary Plat application. The Hearing Examiner's decision on a preliminary plat may be appealed to the City Council.
5. A written Notice of Decision (NOD) will be prepared and signed by the Development Services Department. Copies of the NOD will either be mailed or emailed to the parties of record. Following issuance of the NOD, an appeal period of 14 days occurs in which the decision or any conditions can be appealed to the Hearing Examiner.

## 7. Public Notice Requirements

1. A Preliminary Plat is reviewed through a Level 4 Review process including a notice to Parties of Record, properties owners within 300 feet of the subject property; notice on the City website, and to electronic subscription notice. The City of Issaquah provides the mailed noticing (including address labels) to the surrounding property owners and parties of record; notice on the City website, and to electronic subscription notice. The City of Issaquah also publishes all notices of the subdivision in the local newspaper.
2. Within 28 days of a complete application as determined by the City, the applicant is required to install a 4 foot by 4 foot project sign on the property in accordance with the specific requirements of IMC 18.04.180 (Public notification). Upon installation of the sign, the applicant is required to provide an Affidavit of Sign Installation to the City. Property posting requirements: (<https://issaquahwa.gov/DocumentCenter/View/788>)

## 8. Revision Submittals

All revisions must be submitted to the Permit Center and date-stamped by a permit technician. Each revision package must include the same number of sheets/documents that were required for the original submittal. The Permit center can be reached by calling 425-837-3100 or by e-mail at [PermitTech@issaquahwa.gov](mailto:PermitTech@issaquahwa.gov)

## 9. Please Note

1. The property owner bears the responsibility for accuracy and completeness of all information provided with or affecting the application submittal.
2. The Development Services Department may require additional information as needed. If you have any questions concerning your application submittal, please visit or contact the Issaquah Permit Center (425-837-3100) between 9:00 a.m. and 5:00 p.m., Monday through Friday or by e-mail at [PermitTech@issaquahwa.gov](mailto:PermitTech@issaquahwa.gov)

## 10. Links to Select Issaquah Municipal Code (IMC) Sections

**Land Use Code:** <http://www.codepublishing.com/wa/issaquah/?Issaquah18/Issaquah18.html>

**Central Issaquah:** <https://issaquahwa.gov/DocumentCenter/View/1411>

(Development & Design Standards)

**Subdivisions:** <http://www.codepublishing.com/wa/issaquah/?Issaquah18/Issaquah18.html>

**Environmental Protection:** <http://www.codepublishing.com/wa/issaquah/?Issaquah18/Issaquah18.html>

**District Standards Table:** <http://www.codepublishing.com/wa/issaquah/?Issaquah18/Issaquah18.html>

**Density calculation in Critical Areas:** <http://www.codepublishing.com/wa/issaquah/?Issaquah18/Issaquah18.html>

**Street Standards:** <https://issaquahwa.gov/DocumentCenter/View/1048>

**Landscaping & Tree Preservation:** <http://www.codepublishing.com/wa/issaquah/?Issaquah18/Issaquah18.html>