

Short Plat (SP)

Purpose

The purpose of a Short Plat (SP) is to allow for the subdivision of land into nine or fewer lots, tracts, parcels, or divisions. Short Plat subdivision proposals are reviewed through a Level 2 Review process (administrative review with public notice) and must comply with all standards and criteria set forth in [Issaquah Municipal Code \(IMC\), Part III – Division of Land](#).

Submittal Requirements

Application fees are invoiced to the applicant after the submittal is deemed sufficient for review. Payable online by credit card up to \$5,000. Check and cash accepted.

Required documents:

1. Application

Application form complete via [MyBuildingPermit.com \(MBP\)](https://mybuildingpermit.com). MBP application path:
Application Type—Land Use.
Activity Type—Land Division.
Scope of Work—Short Plat.

2. Owner authorization

Application must be signed by owner. If application is not signed by owner, submit owner’s notarized authorization.

3. SEPA Environmental Checklist

[SEPA Environmental Checklist](#) unless exempt per [Chapter 18.800 IMC, Environmental Policy](#). SEPA is a separate application submitted through [MyBuildingPermit.com](https://mybuildingpermit.com).

4. Critical areas

Critical area reports, if applicable. The critical area study must evaluate the proposal and all probable impacts to any critical area within 300-feet of the project area. A critical area is a:

- a) Wetland.
- b) Stream.
- c) Floodplain.
- d) Fish and Wildlife Habitat Conservation Area (FWHCA).
- e) Forested hillside preservation area.
- f) Critical Aquifer Recharge Area (CARA).
- g) Geologically hazard area (coal mine, erosion, landslide, seismic, steep slope, and peat settlement prone area).

5. Flood Hazard Permit

Flood Hazard Permit, if applicable. This is a separate land use permit required if development activities are within or adjacent to FEMA-defined floodplain areas.

6. Title report

Title report including all covenants and easements, prepared no earlier than 30 days from the date of application, along with copies of the covenant and easement documents.

<p>7. Vicinity map Vicinity map adequate to identify the location of the subject property in relationship to its surroundings.</p>
<p>8. Drawings Short plat drawings. See short plat drawing requirements.</p>
<p>9. Lot closures.</p>
<p>10. Stormwater Technical Information Report (TIR) Preliminary Stormwater Technical Information Report (TIR), also called a drainage report, and stormwater plan conforming to Chapter 13.28 IMC, Stormwater Management Policy. Refer to the following standards and manuals:</p> <ul style="list-style-type: none"> a) Issaquah Stormwater Standards. b) WA Ecology Stormwater Manual 2019. c) Issaquah Stormwater Addendum 2022.
<p>11. Traffic study Traffic study consistent with the requirements of Chapter 18.212 IMC, Transportation Concurrency, including provisions for sidewalks, traffic calming, and other planning features that assure safe walking conditions for students who walk to and from school, users of public transit, and other pedestrians.</p>
<p>12. Letter of water and sewer availability Contact CPDEngineers@issaquahwa.gov for additional info. If the proposed project is located within the jurisdiction of the Sammamish Plateau Water and Sewer District please reach out to info@spwater.org.</p>
<p>13. Tree plan Tree plan consistent with Chapter 18.812 IMC, Tree Preservation, and a laboratory topsoil analysis evaluating the practical use of the soil and/or proposed retention for use in the final landscape design.</p>
<p>14. Notice board For all applications requiring a Level 2 Review or higher, please be advised that, while not required for the purpose of deeming an application complete, a notice board pursuant to IMC 18.204.125 will be required within 28 days from application submittal.</p>

Short plat drawing requirements:

1. The subdivision name and number.
2. Name and address of the owner, land surveyor, and engineer.
3. The date of preparation, the true north point, and graphic scale.
4. The legal description of the property to be subdivided.
5. Monumentation of all exterior corners and streets surveyed by a Washington State licensed land surveyor.
6. The location of existing and proposed property lines, streets, sidewalks, parks and open spaces, utility lines, fire hydrants, existing buildings to be retained, and easements onsite and within 100-feet of the subject property. Development details, such as proposed building footprints or detailed site features must not be shown.
7. The acreage of land to be subdivided.
8. The number of lots and the area and dimensions of all lots.
9. The approximate square footage and approximate percentage of total acreage in open space.
10. The location and square footage of all dedicated rights-of-way, utility easements, and tracts.
11. Delineation of any critical areas or environmental features onsite or within 300-feet of subject property.
12. Grading plan with existing (solid) and proposed (dotted) elevation contours at minimum five-foot intervals both on and at least 100-feet beyond the boundaries of the proposed short plat with references to the United States Coast and Geodetic Survey (USC and GS) datum.
13. Phasing plan if phasing is proposed.