



# Preliminary Subdivision Review

## ECDC 20.75

PERMITTING & DEVELOPMENT  
PLANNING  
DIVISION  
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Preliminary subdivision (plat) review is the first step of the three-step subdivision process. If preliminary approval is received, you must then submit civil improvement plans for review and approval. Once the civil improvements have been approved and installed or bonded for, final plat approval is required.

### DEFINITION

A short subdivision is a division of land into four or fewer lots. A formal subdivision is a division of land into five or more lots.

### REVIEW CRITERIA

All subdivisions are subject to Edmonds Community Development Code (ECDC) Chapter 20.75, specifically those criteria found in ECDC Section 20.75.085. These criteria include environmental impacts, lot layout, street layout, required street dedications, public improvements, and flood plain management. It is the applicant's responsibility to demonstrate compliance with the criteria. The proposal is also reviewed for compliance with the zoning ordinance and all other applicable regulations of the Edmonds Community Development Code.

### CONSERVATION SUBDIVISION

According to ECDC 20.75.048, conservation design flexibility for lot layout is available for projects to encourage retention of significant trees and use of low impact development techniques. Lots may be clustered and setbacks, lot size and width, coverage, and access can be varied as long as the overall density of the site is maintained.

### UNIT LOT SUBDIVISION

The unit lot subdivision process provides the opportunity to divide land into fee simple lots for townhouses, rowhouses and similar dwelling units as an alternative to both condominium ownership and traditional single-family detached subdivision. Unit lot subdivisions determine compliance with the relevant dimensional standards in Title 16 ECDC by analyzing whether the parent lot complies, but not requiring that each newly created lot within the unit

lot subdivision (the unit lot) complies, with those dimensional standards. A unit lot subdivision does not permit uses or densities that are not otherwise allowed in the zoning district in which the unit lot subdivision is proposed.

Per ECDC 20.75.045, the unit lot process can be used for subdivision of land for single-family dwelling units, townhouses, and rowhouses only in the following zones: Multiple Residential (RM), General Commercial (CG), and Westgate Mixed Use (WMU).

### TREES

Trees on sites being subdivision must be retained, protected, and replanted according to ECDC 23.10. Contact a certified arborist early in the concept phase to assist with site planning and lot layout.

### PROCESS

A short subdivision is a Type II permit, while a formal plat is a Type III-B decision pursuant to ECDC 20.01. For a short subdivision, the Director (staff) makes an administrative decision.

For a formal subdivision, staff makes a recommendation to the Hearing Examiner who issues the decision after a public hearing. Review of the application may also include review by external agencies such as the school district, utility providers, the Washington Department of Transportation, etc.

## APPLICATION CHECKLIST

All submittals must be made through the MyBuildingPermit portal.

- **Cover Letter:** Statement addressing how the proposed subdivision meets all applicable standards, requirements, and criteria of the Edmonds Community Development Code and Comprehensive Plan. If conservation or unit lot subdivision is proposed, describe compliance with those standards.
- **Reviews Fee(s):** The application fee and any SEPA or modification fees. Separate review fees for civil improvement plan and final subdivision review will be required later in the process if preliminary approval is granted.
- **Critical Areas Determination:** A critical area determination is required for the project site unless one has been done within the previous five years.
- **Environmental Checklist (SEPA):** An Environmental Checklist and SEPA review fee is required for all formal subdivisions and for short subdivisions if the subject site includes lands covered by water (see Handout P71).
- **Title Report:** A title report or plat certificate for the subject property/properties, prepared within 30 days of application submittal.
- **Preliminary Plat:** A drawing of the proposed division of land, showing the existing conditions and the general proposed layout of streets, alleys, lots, and blocks. A professional land surveyor registered in the State of Washington must prepare the preliminary plat drawing. The scale used must be sufficient to clearly show all details of the proposal. A scale of 20 feet to one inch is preferred; other engineering scales may be used if necessary. In order to properly review the proposal, the following information must be provided on the plat drawing. Please note, during review of the proposal, it may be determined that additional information is required.
  - (1) Plat name or property owner name and address(es) of the existing lot(s) proposed for subdivision.
  - (2) Name, address, seal and signature of the land surveyor who prepared the plat drawing.
  - (3) Date drawing was prepared or revised, scale, north point, quarter section, section, township and range number.
  - (4) Total acreage of the land to be divided, and gross and net areas in square feet of each proposed lot.
  - (5) Existing land use zoning.
  - (6) Legal descriptions. Existing and proposed.
  - (7) Lot dimensions and identifying lot numbers.
  - (8) Setback lines required by the existing land use zoning.
  - (9) Lot coverage calculations for all proposed lots.
  - (10) Critical areas delineations, buffers, steep topography, or other unusual limitations on the building site.
  - (11) Existing property lines within, or adjacent to the proposed subdivision, and the names of the adjacent property owners.
  - (12) Contour lines in areas to be developed shall be at two-foot intervals. All contour lines shall be extended into adjacent properties a distance sufficient enough to show the topographical relationship of adjacent property to the proposed subdivision.
  - (13) Location, name and width of all existing and proposed street right-of-ways, and/or easements within or adjacent to the proposed subdivision as well as the street grade and pavement location of existing and proposed streets.
  - (14) Location of all existing structures within the proposed subdivision. Indicate existing structures to be removed, if any.
  - (15) Public area or areas to be owned in common by the lot owners, if any.
  - (16) Location of known or suspected soil or geological hazard areas, water bodies, creeks and areas subject to flooding.
  - (17) Existing or proposed restrictions on the use of the land, if any.

- (18) General location of tree-covered areas and specific locations of individual trees over eight inches in diameter.
- (19) Plat drawings shall be prepared for recording in accordance with the Snohomish County Auditor's Recording Department, including appropriate margins and any other requirements. Please contact the Snohomish County Auditor's Recording Department for additional information.
- Preliminary Development Plan:** Submit a preliminary development plan showing general proposed layout of streets and lots, existing and proposed utilities, existing and proposed frontage improvements, driveway access points, grading, etc. A scale of 20 feet to one inch is preferred; other engineering scales may be used as appropriate. In order to properly review the proposal, the following information must be provided on the preliminary development plan. Please note, during review of the proposal it may be determined that additional information is required.
- (1) Existing and proposed contours at two-foot intervals showing preliminary plan for grading for the development. State quantities of cut and fill. If quantities are in excess of 500 cubic yards, a profile of the proposed roads will need to be provided.
  - (2) Location of existing and proposed underground utility lines, sanitary sewer systems, water mains and water service lines adjacent to or within the proposed subdivision.
  - (3) Determine project classification and category (Large Site or Small Site Category 1 or 2) and provide outline showing compliance with applicable minimum requirements per ECDC 18.30 and Stormwater Supplement (see handout E72).
  - (4) Location of existing and proposed storm systems adjacent to or within the proposed subdivision. Indicate pipe size & material and show catch basins with rim and invert elevations. Also show open ditch storm systems and drainage swales, when applicable. All storm connections shall occur at a catch basin. Storm catch basins shall be installed in the gutter line, as required.
- (5) Location of proposed on-site storm drainage system(s) and connection to City storm system, when applicable. Where soils allow, applicants are encouraged (and in some cases required) to manage stormwater on site through the use of low impact development techniques such as rain gardens, pervious pavement/concrete/pavers, etc.
  - (6) Infiltration systems are also encouraged for storm water management to the fullest extent practicable only if site conditions are appropriate and ground water quality is protected. Provide percolation tests and reasons for which infiltration is being proposed, including but not limited to, the lack of a public storm drainage system in the area.
  - (7) Existing and proposed driveway approaches. Clearly indicate proposed points of access for each lot. Access points shall meet minimum AASHTO standards for sight distance.
  - (8) Location of existing and proposed public sidewalks. If sidewalks are not shown on preliminary development plan, a request for waiver from the requirements shall be submitted. Please refer to Edmonds Community Development Code 18.90. If sidewalks are to be located within adjacent jurisdiction, and a request for waiver is being sought, request shall be submitted to the adjacent jurisdiction with a copy of the letter provided to the City of Edmonds.
  - (9) Proposed road sections showing proposed roadway, sidewalks, parking, etc., and indicating the widths of all.
- EUC Contact Form:** Submit Edmonds Utilities Consortium (EUC) Customer-EUC Contact Form with confirmation numbers from all applicable utility providers, demonstrating each utility company has been informed of the proposed subdivision.
- Letter of Approval for Utility Connections (if applicable):** For subdivisions requiring connection to water and/or sewer utility systems owned by an entity other than the City of Edmonds, a letter from the adjacent property owner or utility purveyor shall be submitted providing preliminary approval to make connection to the utility system.

- **Letter of Approval/Record of Easement for Access (if applicable):** For subdivisions requiring access across property owned by an entity other than the City of Edmonds, a letter from the adjacent property owner or jurisdiction must be submitted providing preliminary approval for access. Where easements are already established, a record of easement shall be provided to the city.
- **Shoreline Substantial Development Permit (if applicable):** For subdivisions that require civil improvements in excess of \$6,416 within the Shoreline jurisdiction, a shoreline substantial development permit is required (see Handout P72).

**Note:** This information should not be used as a substitute for City codes and regulations. The Edmonds Community Development Code (ECDC) may be viewed at [www.edmondswa.gov](http://www.edmondswa.gov). The applicant is responsible for ensuring compliance with the fees and regulations that are applicable at the time of submittal. If you have a specific question about a certain aspect of your project, please contact the Planning Division at 121 Fifth Avenue North, (425) 771-0220. Please note that other local, state, and/or federal permits or approvals may be required.

## NOTICE OF INTENT

A Notice of Intent (NOI) is required by the Department of Ecology if the proposed construction project disturbs one or more acres of land through clearing, grading, excavating, or stockpiling of fill material, and if there is any possibility that stormwater could run off your site during construction and into surface waters or conveyance systems leading to surface water of the state. Please refer to "Stormwater General Permit" handout for more information.

## MODIFICATION REQUESTS

A modification is an alteration to a subdivision requirement that must meet all of the same criteria as a variance. If the proposed preliminary plat contains a modification request, a written response to the variance criteria listed in ECDC 20.85 is required as part of the application. An additional fee is required for each modification request.

## EXPIRATION OF PRELIMINARY APPROVAL

Consistent with RCW [58.17.140](#), approval of a preliminary formal plat or short plat expires and has no further validity at the end of five years unless the applicant has obtained final short plat approval within the specified time period. The time period for preliminary plats begins at the issuance of a written decision. In the event the preliminary decision is appealed to the Edmonds hearing examiner and/or Snohomish County superior court, the time period begins after the date of final confirmation of the preliminary plat decision by the hearing examiner or judiciary.