

# FULL SUBDIVISIONS

## (PTMC 18.16)

### SUMMARY

All Full Subdivision proposals are classified as Type III applications pursuant to PTMC 20.01. All Type III land use proposal require the applicant to first undergo a Pre-Application conference with City Staff. Pre-Application forms are available at the City PCD Office.

Type III permit applications are reviewed and processed by PCD staff, with a recommendation on the matter prepared for consideration by the Port Townsend Hearing Examiner. Notice of the application is provided to property owners within 300 feet of the subject site, as well as being published in the local paper and posted at the site. The opportunity for public comments extends to the close of the open-record public hearing.

Following the open record hearing, the Examiner issues a written decision on the matter. Decisions of the Hearing Examiner on Type III applications are final, subject to appeal rights before City Council. Outside of any appeals that may be filed, City review of a complete Type III application will be made within 120 days.

Once Full Subdivision (or plat) approval is secured, additional permits are needed to complete the project. These include a Street & Utility Development permit (SDP) for all work that takes place within City rights-of-way. Once all required improvements and/or conditions resulting from the Type III process have been met (or bonded for), Final Plat approval must be applied for. Building permits cannot be issued until the Final Plat is recorded. Minor Improvement Permits (MIP) for the connection of individual lots to the installed public services will be needed as each lot is built upon.

### SEQUENCE OF THE LAND USE REVIEW

1. Submit the preliminary plat application, the SEPA checklist and any required site plans and studies identified as part of your Pre-Application process. Include in your responses to the SEPA checklist questions all necessary information related any Critical Area's affected by the project. Also include your preliminary engineering for stormwater, street and utility improvements, which must be prepared by a licensed professional engineer.
2. You should contact a local Title Company to prepare an Adjacent Property Owners (APO) list of property owners' within 300 feet of the subject property, including any lands outside the project site that are owned by the applicant. Submit this list and the map used to create it, along with all of the Adjacent Property Owners' names & addresses on mailing labels (Avery regular envelope size). The Title Company will not prepare the mailing labels for you, so you need a secretarial business (or someone within your company) to prepare the labels.

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3. Once the required submittals are turned in, PCD has 28 days to deem the applications complete for processing. If the application is deemed complete, the process would begin with a 20-day *Notice of Application and Pending Threshold Determination* comment period. This *Notice* is published in the local paper, posted at the site by the applicant, and mailed to interested agencies and Adjacent Property Owners' within 300-feet. If the applications are not deemed complete, you will be informed in writing of what the missing items are and that the applications are on-hold pending submittal of the requested items.
4. Depending on the nature and scope of comments received during the initial 20-day comment period, the City may request additional information. If no additional information is needed, within a week or two the City will publish in the paper and mail a *Notice of Threshold SEPA Determination* to neighbors, interested agencies and parties of record. The applicant will be required to post the Threshold Determination on the site. Threshold SEPA Determinations have a 15-day comment/appeal period. If no comments are received that cause PCD to modify the Threshold Determination, it automatically becomes a Final SEPA Determination. On the other hand, if we receive comments that lead us to modify the Threshold Determination, we would provide you and all parties of record with a copy of those changes. No additional comment period for a modified Threshold SEPA determination is provided. If an appeal of the Threshold Determination is filed within the 15-day period, that appeal is heard at the same time as the public hearing on the underlying subdivision.
5. Once the SEPA comment period is over, a *Notice of Public Hearing* is published, posted and mailed to parties of record. The *Notice* will set a date and time for the open-record public hearing that is not fewer than 10 and nor more than 45 calendar days away. After the open-record public hearing, the Examiner issues a decision within 14-calendar days. Decisions of the Hearing Examiner can be appealed within 14 days to the City Council, who would conduct a closed-record hearing. Appeals of Council's decision on a land use matter may be appealed to Superior Court within 21-days by filing a Land Use Petition Act (LUPA). If no appeals are filed, and preliminary plat approval is granted, you would finalize your engineering and mitigation plans consistent with the Examiner's decision, apply for Street Development permits, and go about complying with the preliminary conditions of approval.
6. Once all applicable conditions of approval have been met or bonded for (i.e. road & utilities installed and accepted, critical area mitigations in place), you would then apply for final plat approval. This involves a simple administrative action by the City Council where staff recommends that final approval and recording of the development occur as all of the conditions of approval have been satisfied. Once the final plat has been recorded, you can apply for building permits. Minor Improvement Permits (MIP) for the connection of individual lots to the installed public services will be needed as each lot is built upon.

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### REQUIRED SUBMITTALS

The following applications and/or submittals must be included with the preliminary plat & SEPA applications.

- Five (5) copies of a completed Full Subdivision application with the required submittals listed on the forms. Please have whomever will be preparing your preliminary plat map (i.e. a Washington State licensed surveyor or engineer) pay particular attention to the submittal requirements for the preliminary plat map as outlined in PTMC 18.16.040 & .050 (attached);
- Five (5) copies of a completed SEPA checklist including any required Critical Area studies identified as part of your Pre-Application conference;
- An Critical Areas questionnaire;
- An Adjacent Property Owner (APO) list of properties within 300-feet of the entire site. The list must be prepared by a local Title Company and include the map used to prepare it. The names & addresses of property owners on the list must be submitted on mailing labels (regular mailing envelopes);

Five (5) copies of the following:

- A Preliminary Clearing, Grading and Temporary Erosion Control plan;
- A Preliminary Utility plan (also can be combined with the overall site plan);
- A Preliminary Engineered Stormwater Report and Plan (including supporting calculations that comply with the 2005 Western Washington Manual);
- A Preliminary Non-Motorized plan (may be combined with the overall site plan);
- A Preliminary Landscaping Plan;
- A Preliminary Tree Conservation Plan prepared in accordance with PTMC 19.06 (may be included with the Preliminary Landscaping Plan)

The required Tree Conservation plan results from City regulations adopted in 2003 under PTMC 19.06. A copy of the ordinance and a summary sheet can be provided for reference if necessary.

In brief, the required Tree Conservation plan should be combined with the preliminary Landscaping Plan. At a minimum, it must show trees to be removed, trees to be retained, and trees to be planted. In addition, it must be prepared by a landscape design professional, arborist or tree service professional. The site must be marked or flagged to show the centerline of all proposed roadways as well as the project boundaries. Specific requirements for all Tree Conservation Plans can be found at PTMC 19.06.110, although you should review the entire chapter.

