



**CITY OF NEWCASTLE
Community Development
Department**

**Subdivision Alteration/Vacation
Application**

APPLICATION OVERVIEW

SUBDIVISION ALTERATION/ VACATION APPLICATION

The information requested in this application will be used to evaluate the merits of your proposed alteration or a vacation of a recorded subdivision (division of land into 10 or more lots) and to assess potential environmental impacts. The environmental checklist will be the basis for determining conditions, if any, for mitigating identified environmental impacts.

Your application will be evaluated based on the information you provide, the Newcastle Comprehensive Plan, pertinent provisions of the Newcastle Municipal Code, adopted engineering standards, site inspection, public comments and comments submitted by interested public agencies.

Copies of the Newcastle Comprehensive Plan and Newcastle Municipal Code are available for inspection on line at www.newcastlewa.gov, at the public counter at City Hall, at the Newcastle Public Library.

FILING OF APPLICATION

A pre-application meeting must be held with Community Development staff prior to filing your application. This meeting is an opportunity for you to ask questions and discuss specific development issues with staff.

An application fee from the latest adopted fee schedule is required at the time of filing. A development review deposit will also be required at filing. The deposit will be applied toward review of the submittal by City staff and their consultants. Contact Community Development prior to filing for the deposit amount.

You must submit all of the application documents listed on the following pages to complete your application. You will be formally notified once the City has determined your application to be complete.

60-DAY RESPONSE REQUIRED

Throughout review of a subdivision alteration/ vacation application, the City of Newcastle requires submittal of requested materials or fees within 60 days of the date of request. If the additional information is not submitted within that time, the City may consider the application withdrawn.

HEARING

A public hearing will be held by the Hearing Examiner for the City of Newcastle and the hearing examiner shall determine if the proposed subdivision alteration or vacation is consistent with the required findings. If the proposal is found to be consistent with the findings, the examiner may recommend that the city council approve the application at which all evidence supporting or opposing the proposal will be heard. The Hearing Examiner will render a written recommendation to the City of Newcastle City Council.

SUBDIVISION ALTERATION/ VACATION APPROVAL/DISAPPROVAL

City Council may approve, approve with conditions, or deny the subdivision alteration/ vacation upon completion

of the hearing process.

APPEAL

The City Council decision can be appealed to King County Superior Court within 21 days of the issuance of the decision.

REQUIRED APPLICATION DOCUMENTS

The following documents are required for a complete submittal:

1. **Application** (1 copy) - Attached
2. **Copy of the Pre-Application Conference Summary Letter** (1 copy): Provided to you by the City following your Pre-Application Conference.
3. **Application Fee and Review Deposit**: Make checks payable to the City of Newcastle.
4. **Applicant Status Form** (1 copy) - Attached
5. **Agreement to Pay Fees** (1 copy) - Attached

7. **Affidavit of Critical Area Compliance** (1 copy) - Attached
8. **Plat Density and Dimensions Calculations** (1 copy)
9. **Subdivision Alteration** (1 copy): Signatures of the majority of those persons having an ownership interest of lots, tracts, parcels, sites or divisions in the subject subdivision or portion to be altered
10. **Restrictive Covenants** (1 copy): If the subdivision is subject to restrictive covenants which were filed at the time of the approval of the subdivision, and the application for alteration or vacation would result in the violation of a covenant, the application shall contain an agreement signed by all parties subject to the covenants, providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the alteration or vacation of the subdivision or portion thereof.
11. **Subdivision Vacation** (1 copy): Statement which includes reasons for vacation and signatures of all parties having an ownership interest in that portion of the subdivision subject to a vacation.
10. **Water Availability Certificate** (1 copy): Available from Coal Creek Utility District
10. **Sewer Availability Certificate** (1 copy): Available from Coal Creek Utility District
11. **Mailing Labels** (2 sets): Recent (within 90 days) mailing labels for all owners of property within a 500-foot radius of the subject property.
12. **Legal Description** (1 copy): The legal description of your property may be obtained from the King County Assessor's Office.
13. **Proof of "Legal" Lot Status** (1 copy): Documentation of the date and method of segregation of the

subject property.

14. Current Title Report or Plat Certificate (1 copy): Include copies of any existing easements, deed restrictions, or other encumbrances restricting the use of the subject property and a chain of title.

15. Environmental Checklist (3 copies): All items should be answered as concisely and candidly as possible. If information requested does not apply to the proposed project, enter "N/A." Additional sheets may be used if necessary. Failure to respond to requests for additional information may delay review of your application.

16. Preliminary Plat Map (3 full-size copies and one 8 ½" x 11" copy). See attached for required map elements.

17. Significant Tree Retention Plan (2 copies): *A significant tree is defined as an existing healthy tree which, when measured four feet above grade, has a minimum diameter of eight inches for evergreen trees or twelve inches for deciduous trees.* Per NMC 18.16.040, the tree retention plan consists of:

- A tree survey including tree identification number, size, species of all significant trees on a site
- A development plan identifying the significant trees that are proposed to be retained, transplanted, or restored

18. Level-One Drainage Analysis (2 copies, if required): You will be advised of the scope of the downstream analysis at the Pre-Application Conference.

19. Traffic Impact Analysis (2 copies, if required): You will be advised of the scope of the impact analysis at the Pre-Application Conference.

20. Additional Information (3 copies): Any additional information (sketches, engineering reports, petitions, photographs, etc.) that you believe will justify, clarify, or explain your request or will assist in assessing the potential impact of granting your request. The City of Newcastle may at any time request additional information or studies for these purposes.

21. Preliminary Technical Information Report (2 copies if required): Report to include downstream analysis (if required) and preliminary sizing of detention and water quality treatment facilities including existing and developed basin maps and KCRTS input/output.

22. Preliminary Grading and Utility Plan (3 copies if required): Plan to be shown on a topographic survey prepared by a professional land surveyor. Survey to include contours at 2 ft intervals, subject property lines and partial adjacent property lines, all visible surface features, existing sewer mains and stormwater pipes with inverts at structures, existing water mains, all other existing buried utilities (gas, power, cable, fiber optics, phone) as located in the field, location of all on-site and directly adjacent sensitive areas, buffers and building setbacks. All critical areas delineations and buffers should reflect those detailed in the Critical Areas Review.

Plans to include proposed lot lines, right of way and tracts, proposed roadways and horizontal alignment data, curb, gutter, sidewalks and curb ramps; proposed road profiles and vertical profile data; road sections; preliminary site grading; proposed storm drainage system including detention and water quality treatment facilities with critical invert elevations; proposed sewer and water mains and storm water conveyance systems. Use as many sheets as necessary to maintain clarity.

SUBDIVISION ALTERATION/ VACATION REQUIREMENTS

THE FOLLOWING MUST BE SHOWN ON THE PLANS:

1. Boundary survey of the alteration or vacation area certified by a registered land surveyor licensed in the State of Washington.
2. Name of subdivision to be altered or vacated.
3. Name, address, phone number, signature, and seal of registered land surveyor and engineer.
4. Name, address, and phone number of applicant and property owner.
5. Section, Township, and Range of subdivision
6. Legal Description.
7. Acreage of site.
8. Layout, number, and dimensions of existing and proposed lots and proposed density.
9. The area proposed to be altered or vacated, using words and illustrations which are depicted on the drawing.
10. Parcels of land intended to be dedicated for public use or reserved for use of owners of the property in the subdivision, including the dimensions and size of said parcels.
11. All proposed and existing uses, zoning and property boundaries within 100 feet of any boundary of the site.
12. Proposed use (townhouse, single-family detached, etc.)
13. School district, fire district, sewer and water district, phone, cable, gas, and power providers.
14. Vicinity map showing sufficient area and detail to clearly locate the site in relation to surrounding roads, parks, rivers, and municipal boundaries together with its scale. (Include Section, Township, and Range lines.)
15. North arrow, scale (40 scale minimum), vertical and horizontal datums.
16. Proposed lots consecutively numbered with building setback lines shown.
17. Proposed lot and street dimensions and areas to the nearest foot.
18. Street labels for both existing and proposed streets.
19. Sight distance lines at all intersections.
20. Location, widths, and names of all existing or prior platted streets or other public ways, railroad, and utility rights-of-way, parks, and other public open spaces. Show existing structures within 30 feet of the site – if these cannot be surveyed, provide approximate location and note source (aerial photo, iMap, etc.).
21. Existing and proposed easements on the subject property.

22. Proposed use and ownership of parcels or tracts set aside for nonresidential use or reserved for future development.
23. The location and identification of critical areas within 500 feet of any boundary of the site.
24. The location and size of water bodies and drainage features, both natural and manmade, within 500 feet of any boundary of the site.

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APPLICATION

NAME OF SUBDIVISION

APPLICANT (DEVELOPER)

PHONE NUMBER

EMAIL

STREET ADDRESS, CITY, STATE, ZIP

PARTY RESPONSIBLE FOR PAYMENT OF FEES

PHONE NUMBER

EMAIL

STREET ADDRESS, CITY, STATE, ZIP

ENGINEER

PHONE NUMBER

EMAIL

STREET ADDRESS, CITY, STATE, ZIP

REGISTERED LAND SURVEYOR

PHONE NUMBER

EMAIL

STREET ADDRESS, CITY, STATE, ZIP

PROPERTY OWNER(S) (ATTACH ADDITIONAL SHEETS IF NECESSARY)

PHONE NUMBER

EMAIL

STREET ADDRESS, CITY, STATE, ZIP

PROPERTY ADDRESS/TAX PARCEL NUMBER

ZONING

LAND USE

SIZE OF PROPERTY

APPLICATION

Number of Lots Affected: _____

Reason for Alteration/Vacation:

PROPERTY OWNER'S AUTHORIZATION:

I HEREBY AUTHORIZE THE SUBMITTAL OF A PROPOSED SUBDIVISION OF MY PROPERTY AS SHOWN ON THE FACE OF THE PROPOSED PLAT TO THE CITY OF NEWCASTLE FOR PRELIMINARY REVIEW, AND NAME _____ AS THE RESPONSIBLE PERSON FOR ALL DECISIONS AND FOR THE RECEIPT OF ALL UNEXPENDED FEES PERTAINING TO THE REVIEW AND APPROVAL OF THE PROPOSED SUBDIVISION.

Signed: _____
FEE/CONTRACT OWNER

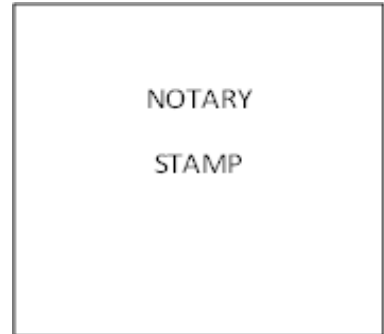
Date: _____

Signed: _____
NOTARY

Printed Name: _____

My Commission Expires: _____

Date: _____

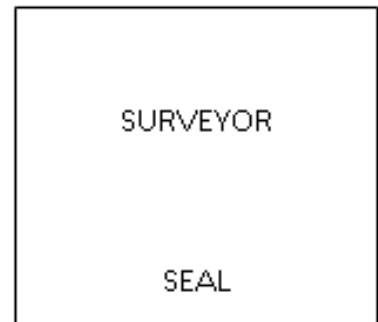


LAND SURVEYOR'S CERTIFICATION:

I HEREBY CERTIFY THAT THE ACCOMPANYING PLAN HAS BEEN INSPECTED BY ME AND CONFORMS TO ALL APPLICABLE RULES AND REGULATIONS FOR KING COUNTY, WASHINGTON.

SIGNED: _____
REGISTERED LAND SURVEYOR

DATED: _____





DENSITY AND DIMENSIONS CALCULATIONS

Project Name: _____ **Project #:** _____

Comp Plan Designation: _____ **Zoning:** _____

I. Site Area (NMC 18.12.080)

1. Base density in dwelling units/acre: _____

2. Square footage of property: _____

3. Square footage of critical areas and buffers: _____

Please specify type and size of each buffer on site.

4. Density credit (percentage credit **and** resultant square feet for area of property in sensitive areas and buffers (See NMC 18.12.080): _____

Site Area Calculation:

- _____ square footage of property (Line 2 above)
- _____ square feet in critical areas and buffers (Line 3 above)
- + _____ square feet of density credits critical area (Line 4 above)
- = _____ site area in square feet
- = _____ site area in acres

II. Allowable Dwelling Units

The maximum allowable number of dwelling units is calculated by multiplying the site area (in acres) by the base density in dwelling units per acre.

_____ site area x _____ base density (Line 1 above) = _____ units per acre

III. Right of Way (ROW) Impervious Surface Coverage

The ROW impervious surface coverage is calculated by determining the amount of actual paved surface area from streets and sidewalks.

- _____ square feet in project's ROW
- _____ square feet of unpaved shoulders, sidewalks, etc.
- = _____ impervious surface area in square feet.

- _____ impervious surface area in square feet
- / _____ square footage of property
- = _____ x 100
- = _____ percent of impervious surface coverage from ROW