



UNIT LOT SUBDIVISION

For more information, refer to Snohomish Municipal Code (SMC) 14.215.125

WHAT IS A UNIT LOT SUBDIVISION?

A Unit Lot Subdivision (ULS) is a type of multi-family development where the residents own their dwelling unit as well as the land beneath it. It is an alternative to a condominium ownership, where only the unit is individually owned and the remainder of the property is under common ownership by a Homeowner's Association or similar. The ULS is processed like a standard subdivision, as a Type 3 or 4 Permit, depending on the number of units proposed.

After preliminary approval, and construction of infrastructure improvements, the final ULS application may be submitted, which is processed like a Final Plat. Final plats are submitted through the [SSPP](#) and reviewed and approved by City staff as Type 2 permits.

WHAT ARE THE CRITERIA FOR A **ULS**?

A proposed ULS may be approved only if it meets the requirements of the following:

- The Snohomish Comprehensive Plan
- The Land Use Development Code section 14.215.125, and the concurrency requirements of section 14.20.090
- The City's Public Works Engineering Design and Construction Standards

Off-site improvements or dedications of land which are needed to mitigate the development's impacts, as determined by the City, must also be provided.

HOW DO I BEGIN?

Before applying, you are encouraged to share your ideas with City staff. Early discussion may help to facilitate a rapid review of your application. Pre-Application Review meetings are required for preliminary plat permits, and are a great opportunity to get early guidance from City staff on policies, regulations, and code compliance. Pre-Application forms and additional information are available at City Hall, 116 Union Avenue and on the City's website.

WHO REVIEWS MY APPLICATION?

Plat proposals are reviewed by the Planning division, the Engineering division, the Public Works division, and the Fire District. If the development contains more 5 or more unit lots, the final decision is made by the City's Hearing Examiner. The Planning Director and City Engineer decide what improvements (streets, drainage, etc.) will be required as conditions of approval.

You will be notified by the Planning division if your proposal must be revised in order to meet the City's requirements. The Planning Director may determine that third party analysis is necessary to complete the review of the application. If so, such analysis will be conducted at the applicant's expense.

City staff will assemble and distribute a staff report to the applicant, the Hearing Examiner, and interested parties.

WHAT IS THE PROCESS FOR THE HEARING EXAMINER?

Planning and Development Services will notify you of your hearing date. Based on the staff report, the project file, applicable codes, and testimony from staff, the public, and the applicant, the Hearing Examiner typically issues the final decision within 10 working days.

You or your representative must appear at the hearing so the Hearing Examiner can ask questions about your application. If you are unable to attend, or if you'd like to withdraw your application, please notify Planning & Development Services in writing at least 10 days in advance of the scheduled hearing.

WHERE ARE THE HEARINGS HELD?

Hearings are typically held in the Snohomish Carnegie Building at 105 Cedar Avenue.



CITY OF SNOHOMISH

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HOW DO I APPEAL THE HEARING EXAMINER'S DECISION?

Appeals of Hearing Examiner decisions are made to the Superior Court and must be filed within 21 days of the date of the notice of the Hearing Examiner's decision.

WHAT IS THE FINAL PLAT APPLICATION PROCEDURE?

Following Preliminary approval and construction of all necessary improvements, the Final Unit Lot Subdivision application is submitted. The Final ULS is processed like a Final Plat, as a Type 2 Permit, and must be submitted to the City through the [SSPP](#) for the approval and signatures of the Planning Director and the City Engineer. Traffic and Park Impact Fees required for the plat are paid at this time.

The plat map will be reviewed for consistency with the Preliminary Plat and all required improvements. Once the plat map is finalized and approved by the City, it must be recorded at the Snohomish County Auditor's office, to create the public record. The Auditor follows State of Washington standards for recording. To make this easier for you, the City's requirements comply with the County and State regulations. County map requirements are listed on the Final Plat Submittal Checklist.

WILL MY PROPOSAL REQUIRE PUBLIC IMPROVEMENTS?

Public improvements (such as street, sidewalk, stormwater, or utilities) are typically required for Plat applications. Planning staff will coordinate with the City Engineer in determining acceptance of public improvements. Planning staff and City Engineer shall not give final approval, nor shall any plat be recorded, until the stipulated public improvements are complete and/or bonded for.

In some cases, the City may approve the final plat with certain incomplete improvements. This is done only if said improvements are more practically done later (such as the final lift of asphalt surfaces which might otherwise be marred by heavy equipment, or street trees that are better installed in a different season). In these cases, the applicant must deposit a performance bond or cash surety, with the City as beneficiary, in an amount not less

than 150% of the City Engineer's cost estimate for the remaining improvements. Said bond or surety must specify a period within which to complete the improvements, not exceeding two years from the date of final plat approval.

NOTE: This information should not be used as a substitute for City codes and regulations. You should review all the details of your project with the Planning and Development Services Department at 116 Union Avenue (360-568-3115).