



PLATS

For more information, refer to Snohomish Municipal Code (SMC) 14.215

WHAT IS A PLAT?

Before any portion of an existing lot may be sold, traded, or given to another party, that lot must be legally subdivided. A plat is the subdivision of land into five or more lots. A legal subdivision is one which the City has approved according to established criteria.

Preliminary plats must be approved prior to final plat approval, and are processed as Type 4 permits. After preliminary plat approval, and construction of infrastructure improvements, the final plat application may be submitted. Final plats are reviewed and approved by City staff as Type 2 permits.

WHAT ARE THE CRITERIA FOR A PRELIMINARY PLAT?

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

- The criteria of RCW 58.17.110
- The Snohomish Comprehensive Plan
- The Land Use Development Code section 14.215, 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.

Preliminary subdivision approval is considered the basis for which the applicant may proceed toward development of the subdivision and preparation of the final plat.

WHAT ARE THE CRITERIA FOR A FINAL PLAT?

The criteria for approval of a final plat are accuracy, conformance with the approved preliminary plat, conformance with City ordinances and public works standards, and conformance with State law. In addition, public improvements associated with the preliminary plat approval must be complete and approved by the City.

HOW DO I BEGIN?

Pre-Application Review submittals through the [SSPP](#) and are required for preliminary plats, and are a great opportunity to get early guidance from City staff on policies, regulations, and code compliance. Early discussion may help to facilitate a rapid review of your application.

WHO REVIEWS MY APPLICATION?

Plat proposals are reviewed by the City Planning, Building, Engineering, and Public Works divisions, the Fire District, and 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 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, Hearing Examiner, and interested parties.

WHAT IS THE PRELIMINARY PLAT APPLICATION PROCEDURE?

Final Plat proposals must first have Preliminary Plat approval. Preliminary Plat applications are processed as Type 4 Permits, and undergo the following process:

- Prior to formal submittal, plat proposals must first make a **Pre-Application** submittal through the [SSPP](#) and review the comments from City staff.
- **28 days** after the formal submittal, Planning staff issues a determination of completeness, or a letter of incomplete application. If complete, a notice of application is published for public comment. Applicant is advised of agencies that may have jurisdiction over the proposal.
- **14 days** after re-submittal (if applicable): Planning staff issues a determination of completeness, or a second letter of incomplete application (this continues until the application is complete).



- **14 days** after determination of completeness: Planning staff issues a Notice of Application to the public, other City departments, and agencies with jurisdiction. Public notice is also sent to all properties within 300 feet of the site.
- Public comment period for the notice of application is **15 days**.
- **90 days** after complete application submittal: Planning staff issues a SEPA determination. The applicant may request a 30-day extension of the threshold determination, if necessary.
- Public comment period for the threshold determination is **15 days**.
- Prior to final decision, the application is brought to the Hearing Examiner at a public hearing.
- **10 days** after the hearing: the Hearing Examiner issues a written decision.
- **120 days** after determination of completeness and after public comment period is lapsed: Planning staff issues a notice of decision.

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 Library at 105 Cedar Avenue.

HOW DO I APPEAL THE HEARING EXAMINER'S DECISION?

Appeals 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.

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.

HOW DOES AN APPROVED PLAT GET FINALIZED?

Following Preliminary Plat approval and construction of all necessary improvements, the Final Plat application must be submitted through the [SSPP](#) to the City 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 public record. The Auditor follows State of Washington standards for recording. To make this easier for you, the City's requirements comply with County and State regulations. County map requirements are listed on the Final Plat Submittal Checklist.

WHERE IS THE AUDITOR'S OFFICE?

The Snohomish County Auditor is located in the Administration East building of the Snohomish County campus, at 3000 Rockefeller Avenue in Everett. They can also be reached by calling (425) 388-3483.



FINAL STEPS

Once your plat map is recorded, you must return a conformed copy of it back to the City. This can be done at the time of recording in one of two ways. You may bring an additional copy of your map to the Auditor's office and ask for a "conformed sticker", or for a small fee, the recording clerk can make a copy of the recorded document for you.

WHAT IF I NEED TO REVISE THE FINAL PLAT?

Revisions to subdivisions that have received preliminary approval must be reviewed by Planning and Development Services. If the change is determined to be substantial by the Planning Director, then it must be treated as a new application and will be reviewed in the same manner as the original submittal.

Additional lots, elimination of open space, or changes to conditions of approval are considered substantial changes. Changes in lot dimensions, decrease in lots, or engineering design changes that do not impact conditions of approval do not require a new application.

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).