



801 SW 174th STREET NORMANDY PARK, WA 98166 TELEPHONE: (206) 248-7603 Fax: (206) 439-8674

PERMIT # \_\_\_\_\_

## INFORMAL SUBDIVISION APPLICATION - Four (4) lots or fewer -

Address or location of subdivision \_\_\_\_\_

Tax Parcel Number(s) \_\_\_\_\_

Owner name \_\_\_\_\_ Owner phone \_\_\_\_\_

Owner address \_\_\_\_\_

Contact person \_\_\_\_\_ Contact phone \_\_\_\_\_

Engineer's name \_\_\_\_\_ Engineer phone \_\_\_\_\_

Engineer address \_\_\_\_\_

Zoning of property \_\_\_\_\_ Square footage of property \_\_\_\_\_

### Information needed for review:

1. Application for Informal Subdivision.
2. A plat map drawn to scale and certified by a licensed surveyor or engineer, including the following information:
  - (i) Existing and proposed parcels;
  - (ii) Existing structures and their setbacks;
  - (iii) Square footage of each parcel;
  - (iv) Lot line measurements and bearings;
  - (v) Existing and/or proposed access;
  - (vi) Existing and proposed easements;
  - (vii) All creeks, streams, wetlands, steep slopes and any other environmentally critical areas including buffers and setbacks;
  - (viii) Existing topography of the land indicated by contours of two-foot intervals for slopes less than 20 percent and five-foot intervals for slopes of 20 percent or greater. Contours must be shown 25 feet past the property line when possible;
  - (ix) Appropriate approval and signature blocks;
3. A conceptual road, drainage and utility plan;
4. A letter from the appropriate water supplier serving the area of the subdivision certifying connections;
5. Certificate of sewer availability or alternate sewage disposal plan approved by the Seattle-King County department of public health;
6. Certificate of fire hydrant availability;
7. Preliminary drainage report appropriate to the site;
8. Names and addresses of all property owners within 300 feet of any portion of the proposed short subdivision;

9. A statement from the applicant that, if a bond is posted in lieu of completion of required improvements before recording the plat, the applicant grants a right of entry to the bonding company and to the city to complete any work subject to the performance bond;
10. Plat certificate issued within 30 days. Upon the tentative approval of such application, as communicated by the city to the applicant in writing, a supplemental report of the plat certificate shall be provided by the applicant or his successors showing that taxes are current and that required easements for private roads have been established of public record and that the applicant has an ownership interest in the land at the time of granting approval.
11. Completed applications for other applicable permits if the permits are to be processed with the short subdivision or copies of issued permits if they have been previously approved.
12. Reports and studies from professionals employed by the applicant, providing information on environmentally sensitive areas, as applicable.
13. A fee in accordance with the most recent adopted fee schedule. Plus cost of special studies and engineering review fees.
14. Informal subdivisions shall proceed according to Chapter 17 of the Normandy Park Municipal Code and all applicable state regulations.

**The sales tax code for Normandy Park is 1721. If you use landscape services or have a contractor conducting home improvements, remind them to use the Normandy Park sales tax code when reporting sales tax to the Department of Revenue.**