# Title 16

# SUBDIVISIONS


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CHAPTER 16.04
## VIII. GENERAL PROVISIONS

### § 16.04.010. Short title.

The ordinance codified in this title shall be known as the "Grandview Subdivision Ordinance." (Ord. 1105 § 1(A), 1984)

### § 16.04.020. Scope.

The provisions of this title shall apply to all division of land within the corporate limits of the city. Hereafter, all division, subdivision and resubdivision of land into lots, tracts, parcels, sites or divisions for any purpose shall be in full compliance with the provisions and specifications of this title unless the provisions of Chapter 16.30 GMC, Binding site plans, apply in which case the provisions of Chapter 16.30 GMC shall control said division of such lands.
(Ord. 1105 § 1(B), 1984; Ord. 1426 § 1, 1995)

### § 16.04.030. Limitations.

The following limitations shall apply to this subdivision ordinance:

A. The city council shall not approve a short plat or final plat or binding site plan for any subdivision, short subdivision, lot, tract, parcel or site which lies in whole or in part in an irrigation district organized pursuant to Chapter 87.03 RCW unless there has been provided an irrigation water right-of-way for each parcel of land in such district and such rights-of-way shall be evidenced by the respective plats submitted for final approval.

B. The sale of land is prohibited unless it is a duly platted parcel of land, or is a lot of record at the time of passage of the ordinance codified in this title.

(Ord. 1105 § 1(C), 1984; Ord. 1426 § 2, 1995)

### § 16.04.040. Exemptions.

The provisions of this title shall not apply to:

A. Cemeteries and other burial plots while used for that purpose;

B. Divisions made by testamentary provisions, or the laws of descent;

C. A division made for the purpose of adjusting boundary lines which does not create any additional lots, tract, parcel, site or division which contains sufficient area and dimension to meet minimum requirements for width and area for a building site;

D. Any division of land not containing a dedication in which the smallest lot created by the division exceeds five acres in area;

E. Divisions of land due to condemnation or sale under threat thereof, by an agency or division of government vested with the power of condemnation;

F. Divisions of land for lease which has received approval as a manufactured home park;

G. Divisions of land in commercial or industrial zones, which comply with binding site plan requirements pursuant to RCW 58.17.040.

E. Administrative residential lot split

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(Ord. 1105 § 1(D), 1984; Ord. 1627 § 6, 2002)

**§ 16.04.050. Definitions.**

The words or phrases defined in this section shall have the indicated meanings:

A. "Administrator" means the city public works director or his designated representative.

~~A.~~B. "Administrative residential lot split" means a residential lot divided once to accommodate another residence.

~~B.~~C. "Alley" means a public right-of-way used as a secondary means of access to abutting property.

**D.** "As-built drawings or plans" means revised construction plans in accordance with all approved field changes reflecting the improvements on the site as they actually exist.

E. "Binding site plan" means a drawing to scale specified by local ordinance which:

a. Identifies and shows the areas and locations of all streets, roads, improvements, utilities, open space, and any other matter specified by local regulations;

b. Contains inscriptions or attachments setting forth such appropriate limitations and conditions for the use of the land as are established by the local government body having authority to approve the site plan; and

c. Contains provisions making any development be in conformity with the site plan.

~~C.~~F. "Block" means a group of lots, tracts or parcels within well-defined and fixed boundaries.

~~D.~~G. "Building setback line" means a line parallel to the front property line in front of which no structure shall be erected. The location of such line shall comply with the regulations of the zoning ordinance for the city as it now exists or is hereafter amended.

~~E.~~H. "Comprehensive plan" means that plan adopted by the planning commission and the city council, indicating the general locations recommended for major arterials, parks, streets, public buildings, other public improvements, and zoning districts.

~~F.~~I. "Controlling corner" means all angle points of the perimeter of a subdivision or separate division of a subdivision.

~~A.~~J. "Dedication" means the deliberate appropriation of land by an owner for any general and public uses, reserving to himself no other rights than such as are compatible with the full exercise and enjoyment of the public use to which the property has been devoted

~~B.~~K. "Easement" means a grant by the property owner for use by the public, a corporation or person(s) of a parcel of land or portion thereof for specific purposes.

~~C.~~L. "Environmental impact statement" means a written statement prepared in accordance with state regulations (Chapter 43.21C RCW, Chapter 197-10 WAC), which contains a determination of environmental significance of the proposed subdivision.

~~J.~~M. "Improvements" means street grading or graveling, permanent street and corner monuments, street pavement, curbs and sidewalks, pedestrian ways, water mains, storm and sanitary sewers, and irrigation water services.

~~K.~~N. "Lot" means a fractional part of divided lands having fixed boundaries, being of sufficient area and dimension to meet minimum zoning requirements for width and area. The term shall include tracts or parcels, and may be further defined:

~~1.~~O. "Corner lot" means a lot which abuts on two or more intersecting streets.

~~2.~~P. "Interior lot" means a lot which has frontage on one street only.

~~3.~~Q. "Through lot" means an interior lot having frontage on two streets.

~~4.~~R. "Irregular lot" means a lot generally with differing dimensions for the frontage, rear or mid widths oftentimes with the narrow width on the frontage and the wider width to the rear of the lot, such as lots located within the arc or a curve on a cul-de-sac.

S. "Parent lot" means a residential lot that is subdivided into unit lots through the unit lot subdivision process.

~~L.~~T. "Metes and bounds" means a description of real property which starts at a known point

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and describes the bearings and distances of the line forming the boundaries of the property and completed when the description returns to the point of beginning.

~~M.~~U. "Open space" means a parcel of land, excluding building sites, parking area access routes, which is designated and maintained as an area for leisure, recreation and other activities normally carried on outdoors, including greenbelt and recreation areas.

~~N.~~V. "Pavement width" means the actual paved surface measured between faces of curbs or from edge to edge of road surfaces.

~~O.~~W. "Plat" means a map or representation of a subdivision showing thereon the division of a tract or parcel of land into lots, blocks, streets and alleys or other division and dedication, and may be further defined:

~~1.~~i. "Preliminary plat" means a neat and approximate drawing of a proposed subdivision showing the general layout of streets and alleys, lots and blocks, which shall furnish a basis for the approval or disapproval of the general layout of a subdivision. A preliminary plat shall be prepared by or under the supervision of a registered professional engineer.

~~2.~~ii. "Final plat" means the final drawing of the subdivision and dedications prepared for filing for record with the county auditor and containing all elements and requirements set forth in this title.

~~3.~~iii. "Short plat" means the map of representation of a short subdivision.

**X.** "Plat certificate" means a title report by a title insurance company certifying the ownership, deed restrictions, covenants, etc., of the land being subdivided.

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~~Q.~~Y. "Right-of-way" means a strip of land dedicated to and/or maintained by the city for street and utility purposes and on a portion of which a street is built.

~~D.~~Z. "Short subdivision" means the division or redivision of land into nine or fewer lots, tracts, parcels, sites or divisions for the purpose of sale, lease or transfer of ownership.

~~E.~~AA. "Subdivider" means any person, firm or corporation who subdivides or develops any land deemed to be a subdivision as herein defined.

~~R.~~BB. "Subdivision" means the division or redivision of land into ten~~five~~ or more lots, tracts, parcels, sites or divisions for the purpose of sale, lease or transfer of ownership, except as provided for short subdivisions.

~~F.~~CC. "Street" means a public right-of-way improved and maintained for vehicular use. Streets are classified as follows:

~~G.~~DD. "Arterial street" means a street designated as an arterial by the city street plan.

~~1.~~i. "Local street" means a street designated as a local street by the city street plan.

~~2.~~ii. "Cul-de-sac" means a street intersecting another street at one end and permanently terminated by a vehicular turnaround at the other end.

EE. "Unit lot" means a subdivided lot within a residential development as created from a parent lot and approved through the unit lot subdivision process.

FF. "Unit lot subdivision" means a subdivision or short subdivision created as part of a residential development project that divides a parent lot into individually owned unit lots. The parent lot must meet all site development and dimensional standards in place at the time the application was vested, but the individual unit lots are not required to meet those standards on their own. As a result, development located on one or more unit lots may become nonconforming with certain land use or development standards when reviewed at the unit-lot level. In this context, a lot created through a traditional subdivision process is considered the "parent parcel." Any portion of the parent parcel that is not included within an individual unit lot is held in common ownership by all unit lot owners.

~~H.~~GG. "Utility" means an agency that provides necessary services to the public and includes those agencies which distribute services such as telephone, gas, electric power, television cable, water and sewer, and irrigation water

~~I.~~HH. "Zero Lot Line Development" is a development consisting of buildings constructed so that at least one of the exterior walls sit directly on the boundary line of the property, leaving no yard space on that side. In Zero Lot Line Developments, structures may be attached or detached.

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(Ord. 1105 § 1(F), 1984; Ord. 1406 § 1, 1995; Ord. 1426 § 3, 1995; Ord. 1453 § 1, 1996; Ord. 1580 § 4, 2000)

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CHAPTER 16.08

## IX. ADMINISTRATION AND ENFORCEMENT

### § 16.08.010. Compliance with provisions required.

No lot, parcel or subdivision subject to provisions of this title shall be placed on the assessment rolls until an approved short plat or long plat has been filed with the county auditor.
(Ord. 1105 § 4(A), 1984)

### § 16.08.020. Variances.

The ~~planning commission or~~ hearing examiner may permit variances, after a public hearing, from the provisions or requirements of this title only in such cases where it appears that strict compliance with the provisions or requirements is not reasonably possible. A fee of $250.00 payable to the city at the time of filing the variance application shall be charged. Any cost to the city of any required engineer review or study shall be paid prior to final determination on the application. All fees are nonrefundable. The fees set forth herein shall be subject to change by resolution of the city council. No such variance shall be authorized unless the ~~planning commission or~~ hearing examiner finds that all of the following facts or conditions exist:

A. That the variance shall not constitute a grant of special privilege inconsistent with the limitation upon uses of other properties in the vicinity and zone in which the property on behalf of which the application was filed is located;

B. That such variance is necessary because of special circumstances, relating to the size, shape, topography, location or surroundings of the subject property, to provide it with use rights and privileges permitted to other properties in the vicinity and in the zone in which the subject property is located;

C. That the granting of such variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zone in which the subject property is situated.

(Ord. 1105 § 4(B), 1984; Ord. 1453 § 2, 1996; Ord. 1563 § 1, 1999; Ord. 1584, 2000; Ord. 1704 § 1, 2005)

### § 16.08.030. Enforcement.

Enforcement of this title shall be in accordance with Chapter 14.13 GMC.
(Ord. 1105 § 4(C), 1984; Ord. 1453 § 3, 1996)

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CHAPTER 16.12

## X. PRELIMINARY PLATS

### § 16.12.010. Compliance required.

The division of land or the resubdivision of short subdivisions into 10 or more lots shall comply with regulations governing subdivisions and must follow preliminary and final platting procedures unless the provisions of Chapter 16.30 GMC apply.
(Ord. 1105 § 3(A), 1984; Ord. 1426 § 4, 1995; Ord. 1453 § 4, 1996)

### § 16.12.020. Processing of applications.

Unless an applicant for preliminary plat approval requests otherwise, a preliminary plat shall be processed simultaneously with applications for rezones, variances, planned unit developments, site plan approvals, and similar quasi-judicial or administrative actions to the extent that procedural requirements applicable to these actions permit simultaneous processing.
(Ord. 1105 § 3(B), 1984)

### § 16.12.030. Development contract.

Prior to approval of a ~~by the city council of any~~ preliminary plat, the city may require the applicant to~~shall~~ enter into a development contract with the city.~~,~~ Said contract shall be written to cover one of the following alternatives available to the applicant:

A. The applicant may elect to complete all required improvements prior to final approval of the project. If this is done, an agreement setting forth the construction and inspection requirements of the city shall be entered into prior to installation of improvements. Upon satisfactory completion of the applicant's obligation under the contract, the city shall approve the final plat in accordance with applicable statutes and standards.

B. The applicant may elect to complete required improvements after approval of the final plat. In this event, the agreement shall set forth the construction and inspection requirements of the city, and that the developer shall provide a surety bond or other secure method, acceptable to the city, providing for and securing to the city the actual construction of required improvements within a specified period of time. Any bond or other method shall specify the improvements covered and the schedule for completion.

(Ord. 1105 § 3(B)(1), 1984)

### § 16.12.040. Conditional sales prior to recording.

An agreement to sell or lease a lot, tract or parcel of land shall not be in violation of RCW 58.17.200 or 58.18.300, which provide for injunctive relief against such sales as long as:

A. Preliminary plat approval has been obtained; and

B. If such sale, lease or transfer is expressly conditional upon the recording of the final plat; and

C. All payments on account of such an offer or agreement are deposited in an escrow or other regulated trust account and no disbursements are permitted until the final plat is recorded.

(Ord. 1105 § 3(B)(2), 1984)

**§ 16.12.050. Application and fees.**

Each application for a subdivision shall include the following:

A. An application form completed and signed by the subdivider on a form supplied by the city;

B. A fee of $500.00 plus $25.00 per lot payable to the city at the time of filing the application shall be charged. Any cost to the city of any required preliminary engineering review or study shall be paid to the city prior to preliminary plat approval by the city. Any cost to the city for final review and inspection fees incurred by the public works department shall be paid to the city prior to recording the final plat. All fees are nonrefundable. The fees set forth herein shall be subject to change by resolution of the city council;

C. Three ~~Ten~~ copies of the preliminary plat;

D. A complete environmental checklist pursuant to the provisions of the State Environmental Policy Act (Chapter 197-10 WAC, Chapter 43.21C RCW).

(Ord. 1105 § 3(C), 1984; Ord. 1415 § 1, 1995; Ord. 1453 § 5, 1996; Ord. 1563 § 2, 1999; Ord. 1584, 2000; Ord. 1636 § 1, 2002)

**§ 16.12.060. Plat contents and specifications.**

The following shall be required of the plat map:

A. The preliminary plat shall be drawn on high-grade paper, sheet size not less than 24 ~~18~~ inches by 36~~24~~ inches, to a scale not to exceed one inch equals 100 feet, unless a larger scale has been specifically approved by the administrator;

B. Name of the plat;

C. Name, address and phone number of the subdivider and the engineer;

D. Date, north arrow, and scale;

E. An accurate and complete legal description of the area being platted;

F. The entire lot or parcel constituting the applicant's land and showing the proposed plat in relation to adjacent property;

G. Zoning on and adjacent to the proposed subdivision;

H. Boundary lines of the proposed plat and of adjacent tracts of unsubdivided and subdivided land shall be indicated for a distance of 300 feet;

I~~T~~. Lot lines, lot numbers, and block numbers;

J. Location, size and physical description of improvements to existing roads, streets, rights-of-way, utilities and easements adjacent to, or across, the land;

K. Size, location and purpose of any streets, rights-of-way, utilities or easements proposed to serve the lots within the subdivision; elevation of surfacing, culverts, and gutters with approximate grade and gradients, and street names;

L. Size and location of water, sewer, drainage, irrigation and utility easements, including all private utilities, and the grade and elevation of the sewer main proposed to serve the lots

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created by the subdivision, and profile drawings for street, water, sewer and storm drainage;

M. Subsurface conditions if required by the administrator;

N. Parcels of land intended or required to serve the lots within the proposed subdivision for streets or other public purposes and the conditions attached thereto shall be indicated;

O. Ground elevations with contour lines at maximum of five-foot intervals. Elevation datum shall be U.S. Coast and Geodetic.

(Ord. 1105 § 3(D), 1984)

**§ 16.12.070. Public hearing - Notice.**

Upon receiving an application, the City Administrator ~~planning commission~~ at their next regular meeting shall set a date for a public hearing on the application before the ~~planning commission~~. Notice of the hearing shall be given in the following manner:

A. Notice shall be published not less than 10 days prior to the hearing in a newspaper of general circulation within the county and a newspaper of general circulation in the area where the real property which is proposed to be subdivided is located.

B. Notice of the hearing shall be given to adjacent landowners by mail or any other reasonable method deemed necessary. Adjacent landowners are the owners of real property, as shown by the records of the county assessor, located within 300 feet of any portion of the boundary of the proposed subdivision. If the owner of the proposed subdivision owns other adjacent real property, notice shall be given to owners of real property located within 300 feet of real property owned by the owner of the proposed subdivision.

C. All hearings shall be public.

D. All hearing notices shall include a description of the location of the subdivision. The description may be in the form of either a vicinity location sketch or a written description other than a legal description.

(Ord. 1105 § 3(E)(1), 1984)

**§ 16.12.080. Application process.**

Upon receipt of a preliminary plat application, the application process in Chapter 14.05 GMC will be followed.

(Ord. 1105 § 3(E)(2), 1984; Ord. 1453 § 6, 1996)

**§ 16.12.090. Review by ~~planning commission or~~ hearing examiner.**

A. The ~~planning commission or~~ hearing examiner shall review the proposed subdivision during a public hearing to determine conformance with the following standards:

1. The provisions of the zoning ordinance for the city;

2. The general purposes of the comprehensive plan;

3. The provisions of this title;

4. The comprehensive water and sewer plans;

5. The ordinances governing streets, rights-of-way and curbs and gutters;

6. Any other standards necessary to serve the public good.

B. No later than 14 days following the public hearing, the ~~planning commission or~~ hearing examiner shall submit a written report and recommendations to the city council. Every decision or recommendation made by the ~~planning commission or~~ hearing examiner shall be in writing and shall include findings of fact and conclusions to support their decision or recommendation.

~~B.~~

(Ord. 1105 § 3(E)(3), 1984; Ord. 1453 § 7, 1996; Ord. 1704 § 2, 2005)

**§ 16.12.100. Review by city council.**

Upon receipt of the recommendation on any preliminary plat, the city council shall at its next public meeting set the date for the public meeting where it shall consider the recommendations of the ~~planning commission or~~ hearing examiner and may adopt or reject the recommendations of the ~~planning commission or~~ hearing examiner based on the record established at the public hearing. If, after considering the matter at a public meeting, the city council deems a change in the ~~planning commission's or~~ hearing examiner's recommendation approving or disapproving any preliminary plat is necessary, the city council shall adopt its own recommendations and approve or disapprove the preliminary plat.
(Ord. 1105 § 3(E)(4), 1984; Ord. 1453 § 8, 1996; Ord. 1704 § 3, 2005)

**§ 16.12.110. Approval or disapproval by city council.**

If the city council finds that the proposed plat makes appropriate provisions for, but not limited to, the public health, safety and general welfare and for such open spaces, drainage ways (storm water retention and detention), streets, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and school grounds, and shall consider all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school, and the public use and interest will be served by the platting of such subdivision and dedication, then it shall be approved. The proposed plat may be disapproved because of flood, inundation or swamp conditions. Dedication of land to any public body, provision of public improvements to serve the subdivision, and/or impact fees imposed under RCW 82.02.050 through 82.02.090 may be required as a condition of subdivision approval. Dedications shall be clearly shown on the final plat. No dedication, provision of public improvements, or impact fees imposed under RCW 82.02.050 through 82.02.090 shall be allowed that constitutes an unconstitutional taking of private property. The legislative body shall not as a condition to the approval of any subdivision require a release from damages to be procured from other property owners. Every decision or recommendation made by the city council shall include findings of fact and conclusions to support their decision or recommendation and shall be incorporated within the council minutes.
(Ord. 1105 § 3(E)(5), 1984; Ord. 1453 § 9, 1996; Ord. 2017-1 § 2)

**§ 16.12.120. Time limitation.**

Preliminary plats of any proposed subdivision and dedication shall be approved, disapproved or returned to the applicant for modification or correction within 90 days from date of filing thereof unless the applicant consents to an extension of such time period; provided, that if an

environmental impact statement is required as provided in RCW 32.21.303.C, the 90-day period shall not include the time spent preparing and circulating the environmental impact statement by the city.
(Ord. 1105 § 3(E)(6), 1984)

**§ 16.12.130. Effect of approval.**

A. Approval of the preliminary plat by the city council shall constitute authorization for the subdivider to proceed with developing the subdivision facilities in accordance with the standards and procedures established herein, and including any conditions imposed by the city council. If the subdivider intends to develop only a portion of the subdivision covered within the preliminary plat, he shall notify the council within 10 days of approval of the preliminary plat.

B. The subdivider shall have 18 months or a period of time specified in the development contract from the date of approval by the city council to complete all improvements within the area of the preliminary plat or such smaller portion as provided for in GMC § 16.12.030.

(Ord. 1105 § 3 (E)(7), 1984)

**§ 16.12.140. Reconsideration of decision by city council.**

Any person feeling that the decision of the city council is based on errors of law or fact may make a written request for review by the Yakima County superior court in accordance with GMC § 14.11.030 and Chapter 36.70C RCW.
(Ord. 1105 § 3(E)(8), 1984; Ord. 1453 § 10, 1996)

CHAPTER 16.16
## XI. FINAL PLAT

### § 16.16.010. Generally.

A. A final plat meeting all design standards and improvements required by this title shall be submitted to the city council for approval, based on the timeline below:

1. Seven years if the date of preliminary plat approval is on or before December 31, 2014.

2. Five years if the preliminary plat is issued on or after January 1, 2015.

3. Ten years if the project is located within city limits, not subject to the Shoreline Management Act and the preliminary plat is approved on or before December 31, 2007.

B. An applicant who files a written request with the city council at least 30 days before the expiration of the time periods listed above may be granted one one-year extension upon a showing that the applicant has attempted in good faith to submit the final plat within the time period. The final plat shall conform to the preliminary plat design, including recommendations made by the city council.

(Ord. 1105 § 3(F), 1984; Ord. 1453 § 11, 1996; Ord. 2017-1 § 3)

### § 16.16.020. Contents.

In addition to conforming with the preliminary plat, the final plat shall contain the following information:

A. Boundaries for each lot and dedicated easement and right-of-way;

B. Construction of protective improvements such as buffer zones, fences, dikes and levies shall be noted;

C. A complete and accurate legal description shall be shown on the face of the plat;

D. Certificate or a separate written instrument containing the dedication of all lands to be conveyed to the public, and shall be signed and acknowledged before a notary public by all parties having any ownership interest in the lands subdivided and shall be recorded as part of the final plat;

E. Certification that the applicant is the landowner;

F. The signature and a statement of approval of the city engineer or other licensed engineer on behalf of the city;

G. The signature of the mayor, witnessed by the city clerk, which shall evidence the approval of the final plat by the city council;

H. Signature of the Mayor ~~planning commission chairman~~;

T. Certification by a land surveyor certifying the accuracy of the survey and plat;

J. Signature of the city treasurer indicating payment of all taxes and assessments;

K. Signature of the Public Works director~~irrigation district~~ indicating payment of all irrigation assessments;

L. Surveyor's certificate and location and description of monuments.
(Ord. 1105 § 3(F)(1), 1984)

**§ 16.16.030. Approval.**

When the city council finds that the subdivision proposed for final plat approval conforms to all terms of the preliminary plat approval, and the requirements herein, other applicable state laws and any other ordinances for the city and that all engineering fees necessitated by the final plat incurred by the city have been paid, it shall authorize the mayor to sign the final plat. Final plats shall be approved, disapproved, or returned to the applicant within 30 days from the date of filing thereof. No final plat shall be approved until the required improvements are installed or a bond for completion is posted.
(Ord. 1105 § 3(F)(2), 1984; Ord. 1453 § 12, 1996; Ord. 1712 § 1, 2005)

**§ 16.16.040. Recording.**

Copies of the final plat shall be filed as follows:

A. The original of the final plat shall be filed for record with the county auditor by the ~~city clerk.~~subdivider. The subdivider shall pay the required statutory filing fees.

B. One reproducible copy shall be furnished to the administrator.

C. One copy shall be furnished to the office of the city clerk.

D. One paper copy shall be filed with the county assessor.
(Ord. 1105 § 3(F)(3), 1984)

**§ 16.16.050. Terms of approval.**

A. A subdivision shall be governed by the terms of approval of the final plat, and the statutes, ordinances and regulations in effect at the time of approval under RCW 58.17.150(1) and (3) for a period of seven years after final plat approval unless the city council finds that a change in conditions creates a serious threat to the public health and safety in the subdivision.

B. Any lots in a final plat filed for record shall be a valid land use notwithstanding any change in zoning laws for a period of seven years from the date of filing.
(Ord. 1105 § 3(F)(4), 1984; Ord. 2010-5 § 1)

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CHAPTER 16.20
## XII. SHORT PLATS

### § 16.20.010. Generally.

Every division of land for the purpose of gift, sale or development into two or more but less than 10 lots, parcels or tracts within the city shall proceed in compliance with this section unless said division is pursuant to a binding site plan under Chapter 16.30 GMC. Land in short subdivisions may not be further subdivided in any manner within a period of five years without the filing of a final plat.
(Ord. 1105 § 2(B), 1984; Ord. 1426 § 5, 1995; Ord. 1453 § 13, 1996)

### § 16.20.020. Application and fees.

A. Each application for a short subdivision shall include the following:

1. An application form completed and signed by the subdivider. The form shall be supplied by the city;

2. Two copies of a short plat map prepared in accordance with the provisions of this section;

3. A current title certificate or other evidence of title showing the names of anyone with an interest in the land being subdivided.

B. At the time of filing of a preliminary short subdivision, the applicant shall pay a fee of $500.00 plus $25.00 per lot. Any cost to the city of any required preliminary engineering review or study shall be paid to the city prior to preliminary plat approval by the city. Any cost to the city for final review, engineering fees, and inspection fees incurred by the public works department shall be paid to the city prior to recording the final plat. All fees are nonrefundable. The fees set forth herein shall be subject to change by resolution of the city council. At the time of final approval of the short plat map, the city shall file the completed map in the office of the county auditor, and the applicant shall pay to the city the auditor's statutory filing fees.

(Ord. 1105 § 2(C), 1984; Ord. 1415 § 2, 1995; Ord. 1563 §§ 3, 4, 1999; Ord. 1584, 2000; Ord. 1636 § 2, 2002; Ord. 1713 § 1, 2005)

### § 16.20.030. Contents - Specifications.

The following shall be required of the plat map:

A. A plat map submitted for short subdivision shall be drawn in black ink on reproducible high-grade paper, sheet size 18 inches by 24 inches, and suitable for recording with the county auditor, to a scale not to exceed one inch equals 100 feet, unless a larger scale has been specifically approved by the administrator.

B. The plat map shall be a sketch of the entire contiguous tract owned by the applicant showing the following information:

1. Name of property owners or outlines of existing subdivision lots for property adjacent to proposed short subdivision;

2. Boundaries for each lot and of the total subdivision together with a description of the

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monuments set;

3. Legal description of the entire short subdivision;

4. Location of existing and proposed roads, rights-of-way or easements for the short plat;

5. Notarized signatures of all parties having an interest in the land agreeing to the division of property and the dedication of any rights-of-way or easements involved;

6. A space for the approval of the administrator;

7. A space for the city treasurer to certify that city taxes and assessments have been paid;

8. A space for the City of Grandview Irrigation System ~~irrigation district, or city,~~ to certify that assessments have been paid;

9. A surveyor's certificate and location and description of monuments.

(Ord. 1105 § 2(D), 1984; Ord. 1453 § 14, 1996)

**§ 16.20.040. Review of application.**

Upon receipt of a complete application, the application process in Chapter 14.05 GMC will be followed to determine whether the following conditions have been met:

A. The proposed lots conform to the comprehensive plan and zoning requirements;

B. The proposed lots are served with adequate means of drainage, water supply, sewage disposal, or other necessary services;

C. The proposed lots have adequate means of ingress and egress of a minimum width being 15 feet;

D. The public use and interest will be served by permitting the proposed division of property.

(Ord. 1105 § 2(E)(1), 1984; Ord. 1453 § 15, 1996)

**§ 16.20.045. Design requirements.**

A. All short subdivisions shall comply with the design standards for subdivisions contained in Chapter 16.24 GMC with the following exception:

Upon application by the subdivider, the administrator may waive the requirements of GMC § 16.24.020(A) and permit one lot within a short subdivision to gain access to a public street by means of an access easement at least 20 feet in width.

(Ord. 1343 § 1, 1992)

**§ 16.20.048. Improvement requirements.**

A. Street, utility, lighting and sidewalk improvements in accordance with Chapter 16.28 GMC are required for each short subdivision and shall be consistent with the size, nature and availability of existing improvements which shall serve adjacent lots and lots in the immediate vicinity of the proposed short subdivision.

B. Improvement requirements for each short subdivision shall be established by the administrator, following technical review, in conformance with subsection A of this

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section. Appeal to the administrator's determination of required improvements may be had in the same manner as provided for by Chapter 14.11 GMC.

C. In the event the required improvements for a short subdivision are of a lesser size, quality or availability than those improvements which would be required of a full subdivision pursuant to Chapter 16.28 GMC, then each lot in the short subdivision shall be committed on the face of the short plat, as an obligation or covenant running with the land, to participate in future local improvement districts for the construction of improvements, in compliance with Chapters 16.24 and 16.28 GMC as they exist at the time the local improvement district is formed.

(Ord. 1343 § 2, 1992; Ord. 1453 § 16, 1996)

### § 16.20.050. Approval or denial.

The administrator shall notify the applicant of approval or denial of the application within 30 days after filing of application for approval, unless an environmental impact statement is required. If the application is denied, the applicant shall be notified in writing of the denial and the findings of fact for denial.

(Ord. 1105 § 2(E)(2), 1984)

### § 16.20.060. Recordation.

If the application is either approved or conditionally approved, the applicant may satisfy the necessary conditions, then submit a copy of the original of the map to the city clerk. The original shall be recorded with the county auditor. A conditionally approved plat becomes void after ~~two~~ seven years. (Ord. 1105 § 2(E)(3), 1984)

### § 16.20.070. Appeal.

Any person aggrieved by the decision of the administrator to approve or disapprove a proposed plat may appeal the decision in accordance with Chapter 14.11 GMC, together with the applicable fee of $150.00 which at the discretion of the council may be refunded in the event of a successful appeal.

(Ord. 1105 § 2(E)(4), 1984; Ord. 1420 § 1, 1995; Ord. 1453 § 17, 1996)

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CHAPTER 16.24
## XIII. DESIGN STANDARDS

### § 16.24.010. General requirements.

A. Land which the city council ~~or planning commission~~ has found to be unsuitable due to flooding, bad drainage, or swamp conditions likely to be harmful to the safety, welfare and general health of future residents shall not be subdivided unless adequate means of control have been formulated by the subdivider and approved by the city engineer or other licensed engineer acting on behalf of the city.

B. In the event the land to be subdivided has a slope or slopes of more than 20 percent and/or has rock or unstable soil conditions, the subdivider shall furnish soils data to the city. Tf conditions warrant control measures to correct slides, erosion, or other similar problems, the subdivider shall be responsible for the design, installation and expense of any device or corrective measure subject to approval of the city council.

C. Except for subdivisions exempted under the provisions in GMC § 16.04.040, permanent control monuments shall be established at each and every controlling corner on the boundaries of the parcel of land being subdivided and on each lot within the subdivision.

D. All subdivisions shall be required to be connected to an accepted city street or streets. (Ord. 1105 § 3 (G)(1), 1984; Ord. 2015-5 § 1)

### § 16.24.020. Lots.

A. Each lot shall have direct access to and frontage upon dedicated public streets. Minimum frontage shall be 50 feet except for lots located within the arc of a curve or where unusual topography exists, a minimum frontage of 35 feet is allowed.

B. Insofar as practical, side lot lines shall be at right angles to street lines or radial to curved street lines. Side and rear lot lines shall be straight or composed of straight lines.

C. Lots having frontage on two streets shall be avoided whenever possible. However, double frontage lots are permitted only where determined by the city to be essential to provide separation of residential lots from principal and minor arterial streets, high-intensity land uses, or to overcome specific disadvantages of topography or parcel configuration.
(Ord. 1105 § 3(G)(2), 1984; Ord. 1406 § 2, 1995; Ord. 2015-5 § 1)

### § 16.24.030. Blocks.

A. The lengths, widths, and shapes of blocks shall be determined with due consideration of:

1. The provisions of adequate building sites suitable to the special needs of the proposed subdivision;

2. The need for convenient and safe access, circulation and control of street traffic;

3. The limitations and opportunities of the topography.

B. The maximum length of a block shall be 1,000 feet.
(Ord. 1105 § 3(G)(3), 1984; Ord. 2015-5 § 1)

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**§ 16.24.040. Streets.**

All new street design and construction shall conform to the city's design and construction standards and specifications for public works improvements.

A. Right-of-Way. Right-of-way shall be dedicated for new or existing streets to or within a subdivision to accommodate the following right-of-way widths:

1. Arterial streets: 70 feet minimum;

2. Collector streets: 60 feet minimum; and

3. Local streets: 50 feet minimum.

B. Construction Guidelines.

1. Arterial streets: 44-foot-wide roadway surface face of curb to face of curb, hot mix asphalt (HMA) surfacing, curb and gutter, sidewalk both sides, illumination, and storm drainages required;

2. Collector streets: 40-foot-wide roadway surface face of curb to face of curb, hot mix asphalt (HMA) surfacing, curb and gutter, sidewalk both sides, illumination, and storm drainages required; and

3. Local access streets: 40-foot-wide roadway surface face of curb to face of curb, hot mix asphalt (HMA) surfacing, curb and gutter, sidewalk one side, illumination, and storm drainage required.

C. Curbs and Gutters. Cement concrete barrier curb and gutter shall be installed along all new streets. Curb and gutter shall be poured as a single unit in accordance with the city's design and construction standards and specifications for public works improvements.

D. Surfacing Between Curbs. The street area between the curbs shall be constructed with the following minimum compacted depth of surfacing materials:

• Two-inch hot mix asphalt for local streets

• Three-inch hot mix asphalt class one-half inch PG 64-28;

• Three-inch crushed surfacing - top course (five-eighths-inch to zero);

• Six-inch crushed surfacing - base course (one and one-quarter inch to zero).

All materials installed and work performed pursuant to the requirements of the above paragraph shall be done in accordance with the city's design and construction standards and specifications for public works improvements.

E. Grades. All grades of streets and curbs shall be approved by the city engineer or other licensed engineer acting on behalf of the city before any improvement is commenced.

F. Cul-de-Sacs. Maximum length shall be 600 feet and right-of-way radius shall be 60 feet.

G. Offset Intersections. Offset intersections shall have a minimum of 100 feet between street centerlines.

H. Curves. The minimum centerline radii for horizontal curves shall be 100 feet and the minimum length for vertical curves shall be 50 feet.

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T. Alleys. Alleys are not required but may be included in the subdivision at the developer's option. Alleys shall have a minimum right-of-way width of 20 feet. Utility easements may be provided in lieu of alleys.

J. Dead-End Roads. All dead-end roadways shall include cul-de-sacs. The city may allow use of an "L" or "hammerhead" turnaround upon approval by the public works director.

(Ord. 1105 § 3(G)(4), 1984; Ord. 1343 § 3, 1992; Ord. 1400 § 1, 1995; Ord. 1453 § 19, 1996; Ord. 2015-5 § 1)

**§ 16.24.041. Unit Lot Subdivisions.**

Unit Lot Subdivisions

The purpose of these provisions is to allow for the more flexible creation of lots of varying sizes and types, including for single-family detached, attached housing, cottage housing, and ADUs with more than one dwelling unit on a parent lot, while applying only those site development standards applicable to the parent lot as a whole, rather than to individual lots resulting from the subdivision.

Unit lot subdivisions shall follow the application, review, and approval procedures set forth by the City of Grandview

Development as a whole on the parent lot, rather than individual unit lots, shall comply with all the design and improvement requirements for short plat and **plats** set forth in Grandview municipal code, unless otherwise specified in this section.

A lot may be divided into separately owned unit lots and common areas, provided the following standards are met:

1. The lot is located in the following zones:
    a. R-1; R-2
2. Each unit lot shall have a dwelling unit;
3. Only one unit is located per unit lot, and no dwelling units are stacked;
4. The density of the parent lot does not exceed the maximum net density of the zone, up to 9 units;
5. All buildings meet applicable provisions of the building and fire code.

**§ 16.24.045. Street trees.**

Planting in city rights-of-way shall be in conformity with Chapter 12.14 GMC. (Ord. 1189 § 1, 1987; Ord. 2015-5 § 1)

**§ 16.24.050. Utility easements.**

A. Utility easements shall be continuous and aligned from block to block within a subdivision and with adjoining subdivisions.

B. A 10-foot utility easement for underground power, telephone, irrigation water and cable television shall be provided across the front of each lot within a subdivision and short subdivision. Side lot line easements shall be required where deemed necessary to adequately provide lots with utility services or to provide for continuous easements.

C. Easements for new and/or future utility lines shall be a minimum of 16 feet wide, provided the width

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of the easements for buried utilities will be at least twice the depth of the planned excavation.

D. Drainage easements shall be provided where a subdivision is traversed by a watercourse, drainageway, or stream channel.

E. Easements for unusual facilities such as high voltage electric lines, irrigation canals, and high-capacity gas transmission lines shall be approved by the public works director.

(Ord. 1105 § 3(G)(5), 1984; Ord. 2015-5 § 1)

**§ 16.24.060. Design and engineering plans required.**

The developer shall submit to the public works director plan and profile drawings of the proposed streets, grading and water, sewer, storm drainage, planting in public rights-of-way, and irrigation water systems for construction purposes prepared in accordance with the city's design and construction standards and specifications for public works improvements. Following initial review by the city and any required corrections by the developer for compliance with the city's design and construction standards and specifications for public works improvements, the developer shall submit to the city the original plan tracings and specifications for final approval. The city's responsible officials shall approve such drawings and specifications before any groundwork is done. Construction shall be in accordance with drawings and specifications approved by the city.

(Ord. 1105 § 3(G)(6), 1984; Ord. 1189 § 2, 1987; Ord. 2015-5 § 1)

**§ 16.24.070. Submission of as-built drawings.**

The developer's consulting engineer shall prepare and maintain a neatly marked, full-sized print set of record drawings showing the final location and layout of all new construction of the public facilities. Prior to final acceptance by the city of Grandview, one set of reproducible electronic record drawings and two sets of prints prepared by the developer's engineer and clearly marked "Record Drawings" shall be delivered to the public works director for review and acceptance.

(Ord. 1105 § 3(G)(7), 1984; Ord. 2015-5 § 1)

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CHAPTER 16.28
# XIV. IMPROVEMENTS

## § 16.28.010. Streets.

Existing or proposed streets within or adjacent to a proposed subdivision shall be improved at the expense of the developer by the construction of curbs, gutters, sidewalks, illumination, storm drainage and pavement surface in conformance with the city's design and construction standards and specifications for public works improvements. Improvement of adjacent streets to the proposed subdivision may be postponed by the city council until such time as other portions of this adjacent street are improved by the city or others. If such postponement of street improvements is permitted by the city council, an obligation or covenant running with the land shall be placed on the face of the subdivision plat which requires said lots in that subdivision to such adjacent street to participate in a future local improvement district for street improvements in compliance with Chapters 16.24 and 16.28 GMC as they exist at the time the local improvement district is formed. Postponement does not relieve the developer from his obligation to make the improvements at such time as is determined by the city council. The city council may require the developer to deposit all or a portion of the estimated development costs in escrow to cover the cost of the improvements postponed.
(Ord. 1343 § 4, 1992; Ord. 1574 § 1, 2000; Ord. 2015-6 § 1)

## § 16.28.020. Utilities.

A. All underground utilities (non-city-owned) in all new residential areas shall be installed and maintained at a depth of not less than three feet below the graded surface of said way or street, provided existing installations may be maintained at the present level until replaced.

B. All new or existing utilities within or adjacent to a proposed subdivision shall be installed underground, except for the following:

   1. Electric, pad-mounted transformers;

   2. Electric transmission systems of a voltage of 15 KV or more;

   3. Service meters at structures;

   4. TV cable amplifiers, distribution taps;

   5. Telephone pedestals and cross-connection terminals;

   6. Temporary services necessary for construction.

C. No buildings or structures, except fences, shall be permitted to be constructed on any utility easements, or over any utility facilities. Masonry fences will be considered as structures, rather than fences.

(Ord. 1343 § 4, 1992; Ord. 1724 § 1, 2005; Ord. 2015-6 § 1)

## § 16.28.030. Water.

A. A complete domestic water distribution and fire protection system shall be installed at the expense of the developer in conformance with the city's approved water system plan. All water lines and services shall be installed prior to street improvements.

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B. The water distribution system shall be designed and constructed in accordance with the State Department of Health regulations, the city's design and construction standards and specifications for public works improvements, and with the standard practices of the city. Fire hydrants shall be installed, at the expense of the developer, at locations determined necessary by the fire chief. Water mains shall be extended to the far edge of subdivisions for future extension by others.

C. The city, at its discretion, may direct that water main diameters in excess of that needed for service and fire protection for the subdivision be installed. Tf the city directs such oversizing, the city will pay the difference in pipe material cost between the pipe diameter required for the subdivision and the city-directed oversize diameter pipe.

(Ord. 1343 § 4, 1992; Ord. 2015-6 § 1)

**§ 16.28.040. Sanitary sewer.**

A. A sanitary sewer system shall be installed at the expense of the developer with a separate connection to the city sewer system for each lot and shall be constructed in conformance with the Comprehensive Sewer Plan.

B. Sewer lines should be located within the paved portion of the street right-of-way, and must be a minimum of eight inches in diameter.

C. The sanitary sewer system shall be designed and constructed in accordance with the State Department of Ecology regulations, the city's design and construction standards and specifications for public works improvements, and with the standard practices of the city. Sewer mains shall be extended to the far edge of subdivisions for future extensions by others.

D. The city, at its discretion, may direct that sewer main diameters in excess of that needed for service for the subdivision be installed. Tf the city directs such oversizing, the city will pay the difference in pipe material cost between the pipe diameter required for the subdivision and the city-directed oversize diameter pipe.

E. A city-approved backflow prevention device shall be installed at the expense of the developer on the side sewer extension for each lot.

(Ord. 1343 § 4, 1992; Ord. 2015-6 § 1)

**§ 16.28.050. Storm drainage.**

Each subdivision shall provide a drainage system for the collection, control, and disposal of surface water runoff. All storm drainage improvements shall be planned, designed, permitted, constructed and maintained in accordance with the requirements of the latest edition of the Washington Department of Ecology (WDOE) Stormwater Management Manual for Eastern Washington (SWMMEW).

A. It is the intent of this section to adequately provide for suitable drainage provision in all short or long subdivisions. All subdivisions shall provide for drainage such that their development does not conflict with present drainage patterns, or create a drainage problem within itself or for its neighbors.

B. A drainage plan, where required, shall be designed by a professional engineer licensed in the state of Washington and submitted to the city for review and approval for any proposed

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land development that will increase the quantity of or in any way alter the drainage runoff occurring prior to development.

C. Design calculations for peak flow and peak volume storage requirements shall be based on a design storm frequency of 25 years. At the city's discretion, if the facilities are critical to public health and safety, or significant property damage could occur, or the development is located in a drainage problem area, they shall be designed to successfully pass the 50-year or 100-year storm.

D. The plan shall provide for the on-site detention and/or retention, and disposal, of the total water intercepted and collected by the development and the areas (improved or unimproved) lying and draining presently to and through the proposed development for the design storm, unless other natural or manmade systems are available for use.

E. There exist several areas of subsurface drainage systems, known as drainage improvement districts or DTDs. These systems were designed and constructed specifically for the purpose of lowering the ground water tables sufficiently to promote agricultural development. Tt was never the intent of these systems to convey surface drainage. Over the years, the drainage demand on these systems has steadily increased to the point where almost all of the DTDs are experiencing overloaded conditions. Engineers shall not consider the use of any of these DTDs in their drainage plans.

F. Detention and/or retention of storm water runoff from any proposed land development shall be accomplished by storm water holding facilities, either open or closed. Storm water shall be introduced into permeable soils via an infiltration system in accordance with the SWMMEW, all remaining on site.

G. The drainage plan shall incorporate all calculations for the determination of the required size of the system. Said calculations shall be based on required criteria hereinafter stated and upon an analysis of estimated runoff from areas contributing runoff to those facilities. Peak flow analyses and storage volume quantities shall be done using methods presented in the SWMMEW. The assumption for the infiltration rate used will need to be verified by the developer by actual field testing in the case of infiltration systems. Collection systems shall be either gravity pipe systems, open channels, or a combination of the two.

H. The submitted drainage plan shall incorporate, among other data, a topographical map to clearly define:

1. The proposed development;

2. All areas, improved or unimproved, lying upstream and draining to and across the proposed development; and

3. Drainage course, natural or otherwise, to which the proposed development shall drain.

T. Said plans shall include a plan-profile of the systems, including cross-sections of all open ditches and channels. Hydraulic and physical data such as grades, bottom elevations of ditches and channels, inverts of pipes at all structures, such as manholes and catch basins, sizes and lengths of all pipes, length of ditches and channels, and top elevations of all catch basin covers shall be called out. This includes the invert elevations of the existing or other proposed storm drainage systems that the subject drainage plan proposes to tie into.

(Ord. 1343 § 4, 1992; Ord. 2015-6 § 1)

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**§ 16.28.060. Sidewalks.**

Cement concrete sidewalks shall be constructed at the developer's expense along all new and existing streets in conformance with the following minimum standards:

A. Sidewalks shall be located in the right-of-way and shall be four inches thick in walk areas (behind barrier curb) and six inches thick in drivable areas (behind depressed and rolled curb);

B. Sidewalks shall be placed along ~~at least~~both sides ~~one side~~ of all local access streets and shall have a minimum width of five feet;

C. Sidewalks shall be placed along both sides of all arterial and collector streets and shall have a minimum width of six feet;

D. Where a proposed subdivision or short subdivision is located adjacent to an existing street, the subdivider is not required to provide a sidewalk on the opposite side of the street;

E. Curb ramps for physically handicapped shall be constructed pursuant to RCW 35.68.075 and 35.68.076 at all intersections and other appropriate locations.

(Ord. 1343 § 4, 1992; Ord. 1406 § 3, 1995; Ord. 2015-6 § 1)

**§ 16.28.070. Street signs and traffic control.**

The subdivider shall install, at his expense, street signs and traffic control devices to the satisfaction of the public works director.

(Ord. 1343 § 4, 1992; Ord. 2015-6 § 1)

**§ 16.28.080. Street lighting.**

Street lights shall be installed with the capital cost at the developer's expense in conformance with the following standards:

A. One street light at each intersection;

B. One street light at midblock if the block is longer than 450 feet; and

C. Placement of street lights along arterial and collector streets shall conform to the city's design and construction standards and specifications for public works improvements.

Once the development is approved by the city as complete, the city shall assume ownership including financial and maintenance responsibilities for the street lights.

(Ord. 1343 § 4, 1992; Ord. 2015-6 § 1; Ord. 2022-11 § 1)

**§ 16.28.090. Irrigation facilities.**

A. A pressurized irrigation piping system shall be installed at the expense of the developer within the subdivision boundaries with a separate three-fourths-inch minimum pipe diameter service lateral to each lot. The irrigation system shall be designed and constructed with the standard practices of the city.

B. I~~T~~rrigation mains shall be four-inch diameter, pressure class 160 psi or greater, polyvinyl chloride (PVC) pipe installed and maintained at a depth of not less than two feet below the

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graded surface of streets or utility easements.

C. Individual irrigation service laterals shall be three-fourths-inch diameter, Schedule 40, polyvinyl chloride (PVC) pipe installed and maintained at a depth of not less than two feet below the graded surface of streets or utility easements.

D. Irrigation mains shall be extended to the far edge of subdivisions for future extension by others.

(Ord. 1343 § 4, 1992; Ord. 2015-6 § 1)

**§ 16.28.095. Parks**

Pursuant to RCW 58.17.110 and related statutes, the city council may require subdivisions to designate up to five percent of their land area exclusive of streets, as either private or public parks and recreational areas, the nature of which shall be clearly indicated on the plat; provided. The acquisition of land required by the city for public parks or recreational areas, other than streets and alleys, shall be obtained by deed from the developer prior to final approval of the plat. As an alternative to dedication of public parks and recreational areas, the developer may be required to contribute to the city for park purposes to benefit the area up to five percent of the developed value of the lots to be sold in the plat. Payment of cash in lieu of land for park purposes in the area shall be made by the developer to the city before final approval is given. The moneys to be exclusively used for park development purposes, shall be deposited in a special park fund to be dedicated by the city to benefit the area platted.

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CHAPTER 16.30

## XV. BINDING SITE PLANS

### § 16.30.010. Purpose.

The purpose of this chapter is to provide a process for the division of land for the purpose of sale, lease, or transfer of commercial or industrial zoned O office district; C-1 neighborhood business district; C-2 general business district; M-1 light industrial district; and M-2 heavy industrial district.
(Ord. 1425 § 1, 1995; Ord. 2012-1 § 7)

### § 16.30.020. Authority.

RCW 58.17.035 and 58.17.040(4) provide for a binding site plan process as an alternate method of dividing land for commercial or industrial land.
(Ord. 1425 § 1, 1995)

### § 16.30.030. Applicability.

This chapter shall apply solely for the sale, lease, or transfer of lots zoned O, C-1, C-2, M-1 and M-2 under GMC Title 17.
(Ord. 1425 § 1, 1995; Ord. 2012-1 § 8)

### § 16.30.040. Application and fees.

At the time of filing of a preliminary binding site plan with the building department, the applicant shall pay a fee of $350.00. Any cost to the city for final review, engineering fees and inspection fees incurred by the city prior to recording the final plat of any required preliminary engineering review or study shall be paid to the city prior to preliminary plan approval by the city. Any cost to the city for final review and inspection fees incurred by the public works department shall be paid to the city prior to recording the final plat. All fees are nonrefundable. The fees set forth herein shall be subject to change by resolution of the city council. The preliminary binding site plan must include the following in order to be considered a completed application:

A. Five copies of the proposed site plan, prepared by a licensed architect, engineer, or registered land surveyor, that is of a scale of at least one inch equals 200 feet;

B. All existing and proposed easements and public and/or private roads; all existing structures; elevation shown by contour lines at intervals of five feet or less for ground slopes exceeding three percent; and approximate location of all natural features;

C. The location, description, and proposed phasing of all facilities proposed to serve the development:

   1. Interior and exterior roadway network,

   2. Water and sewerage facilities,

   3. Storm water drainage facilities,

   4. Sidewalks and streetlights,

   5. Fire protection devices with sufficient water storage and flows,

   6. Facilities to address compatibility with adjacent dissimilar land uses,

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7. Any lot(s) to be created as a part of the original binding site plan;

D. A current title report covering the entire property included in the site plan;

E. Provisions for long-term maintenance with adequate financing for areas and facilities under common ownership.

(Ord. 1425 § 1, 1995; Ord. 1563 § 5, 1999; Ord. 1584, 2000; Ord. 1636 § 3, 2002; Ord. 1714 § 1, 2005)

**§ 16.30.050. Design review meeting.**

To ensure that city requirements are properly addressed, upon receipt of a fully completed binding site plan application, the building department shall schedule a design review meeting and circulate a copy of the plan to all affected city departments and agencies together with the time and date of the meeting. This meeting will be scheduled within 20 days of receipt of said application.

(Ord. 1425 § 1, 1995)

**§ 16.30.060. Administrative decision.**

The administrator shall review the binding site plan for compliance with the provisions of this chapter and all other land use regulations in effect at the time of submission of a fully completed binding site plan application. If all requirements for approval are met, the administrator shall provide written findings of facts supporting the approval of the preliminary binding site plan and set forth all conditions for final binding site plan approval.

(Ord. 1425 § 1, 1995)

**§ 16.30.070. Final plan approval and recording.**

When all conditions of preliminary binding site plan approval are met, the developer shall submit the final binding site plan together with the fee set forth in the adopted fee schedule to the building department for processing and recording. The final binding site plan must include the following:

A. A complete survey of the entire property and the initial lots to be created, if any, including the legal description, north arrow, scale, surveyor's certificate, etc.;

B. The acknowledged signatures of all parties having an ownership interest in the property;

C. The signature of the city public works director, the administrator, and the city treasurer;

D. Auditor's certificate;

E. Written documentation that all requirements for preliminary binding site plan approval are met including the completion of all required infrastructure/improvements.

Once all the above requirements are met, the applicant/subdivider ~~building department~~ shall file the final binding site plan with the county auditor.

(Ord. 1425 § 1, 1995)

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**§ 16.30.080. Administrative approval of individual lots.**

Once the final binding site plan is recorded, the creation of individual lot(s) other than lots established by the recorded binding site plan may be administratively approved through the exemption process set forth in GMC § 16.04.040. Once a completed binding site plan exemption application is submitted, together with the fee of $100.00, it will be reviewed by the building department and the public works department and any other agency with jurisdiction for compliance with this chapter. Any cost to the city of any required engineer review or study shall be paid prior to final determination on the application. All fees are nonrefundable. The fees set forth herein shall be subject to change by resolution of the city council. The application must include the following:

A. The proposed lot(s) created must be surveyed by a registered land surveyor and the legal description for the lot must be prepared by the surveyor in accordance with the Survey Recording Act (Chapter 58.09 RCW). All parties having an ownership interest in the property shall sign the exemption application and the survey;

B. The lot(s) to be created meets the requirements set forth in the recorded final binding site plan;

C. The lot(s) meets the minimum lot size in the zoning district.

When the exemption application is approved, the survey containing the above information must be recorded with the county auditor's office prior to the sale, lease, or transfer of any lot.

(Ord. 1425 § 1, 1995; Ord. 1563 § 6, 1999; Ord. 1584, 2000)

**§ 16.30.090. Vacation or alteration of a binding site plan.**

Whenever any person is interested in the vacation or alteration of a recorded binding site plan, the procedures set forth in RCW 58.17.212 and 58.17.215 which procedures are hereby adopted by reference shall be followed, except that this section does not apply to the creation of lots under GMC § 16.30.080.

(Ord. 1425 § 1, 1995)

**§ 16.30.100. Appeals.**

Any decision of the administrator may be appealed in accordance with Chapter 14.11 GMC, together with the applicable fee of $150.00 which at the discretion of the county may be refunded in the event of a successful appeal. Failure to appeal under this provision shall result in the aggrieved party failing to exhaust their administrative remedies.

(Ord. 1425 § 1, 1995; Ord. 1453 § 18, 1996)

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