



Preliminary Subdivision Application

(Five or more lots)

400 SW 152nd Street, Suite 300 Burien, WA 98166
 Phone: (206) 241-4647 • FAX: (206) 248-5539
 www.burienwa.gov

File Number

APPLICANT INFORMATION		
Name:	Company:	Daytime Phone:
Mailing Address:		E-Mail:
Contact person:	E-Mail:	Daytime Phone:
Property owner:		Daytime Phone:
Mailing Address:		E-Mail:

PROJECT INFORMATION		
Site Address:	Parcel Number:	
Zoning District:	Comprehensive Plan designation:	
Number of Acres:	Number of Lots:	Number of Units:
Legal description of property:		
Review Process: <input type="checkbox"/> Type 1 <input type="checkbox"/> Type 2 <input checked="" type="checkbox"/> Type 3		
Affected critical areas: <input type="checkbox"/> Wetlands <input type="checkbox"/> Streams <input type="checkbox"/> Critical Aquifer <input type="checkbox"/> Landslide Hazard Area <input type="checkbox"/> Fish & Wildlife		
Description of proposal (attach additional sheets if necessary):		

SIGNATURE

I, _____, declare that I am the owner of the property involved in this application, and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief. I designate _____ to act as my agent with respect to this application. I agree to reimburse the City of Burien for the costs of professional Engineers and other Consultants hired by the City to review and inspect this proposal when the City is unable to do so with existing in house staff.

Dated: _____

Signature: _____

Please see the attached checklist(s) for a list of plans and other information that must be submitted with this application and for other important information. The checklist(s) must be submitted with the application and the required submittals.



Preliminary Subdivision Informational Handout

WHAT IS A SUBDIVISION?

A subdivision is the division of land into five (5) or more lots that is created pursuant to Chapter 17 of the Burien Interim Subdivision Regulations. The decision on a subdivision is made by the City Council following issuance of a public notice, consideration of written public comments, public hearing before the Hearing Examiner and review of recommendations by the Hearing Examiner and staff.

WHAT STEPS ARE REQUIRED FOR SUBDIVISION REVIEW AND HOW LONG WILL IT TAKE?

The following is a summary of the steps required for review and processing of a subdivision application. The amount of time to issue a subdivision decision is based on the quality of the information submitted, and City staff workload. Generally, it has been taking about 180 days to process a subdivision application to preliminary decision.

1. Pre-Application Meeting. A pre-application meeting with the Project Review Team is required for all Land Use Reviews. Pre-application meetings are generally held twice a month on Thursday mornings. To set up a pre-application meeting, submit a [Pre-Application Meeting Request](#) with the Dept. of Community Development, along with the required information, at least two weeks before the meeting. The Project Review Team consists of staff from the City Departments of Community Development (Planning and Building), and Public Works, along with staff from the appropriate water, sewer and fire districts. The purpose of the pre-application meeting is to provide the applicant with a preliminary list of issues, code requirements and application requirements.
2. Call for Application Intake Appointment: When you have collected all of the required information and you are ready to submit your application please call your project planner to schedule an intake appointment. Generally, this can occur within a day or two.
3. Determination of Completeness: Within 28 days of submittal, your application will be reviewed for completeness. A letter will be sent if additional information is needed. If the application is complete, the public notice process will begin. The City's determination of completeness does not preclude the City from requesting additional information or studies either at the time of notice of completeness or at some later time if new information is required or where there are substantial changes in the proposal.
4. Notice of Application: Your Project Planner will prepare a public notice of your application that is published in the newspaper, mailed to property owners within 500' of the property, and prepare a public notice board that you are responsible for posting on the property. The public comment period is 30 days for subdivisions. Seven days after the conclusion of the public comment period you are required to remove the public notice board(s) from the property.
5. Staff Review: Your application will be reviewed by the Project Review Team, and any technical requirements will be provided to you. The project planner will prepare a written advisory report (staff recommendation) analyzing your application and applicable Subdivision and Zoning Code regulations and Comprehensive Plan policies.
6. Staff Report: The Community Development Department will coordinate and assemble the comments and recommendations of other city departments and governmental agencies having an interest in the application and will prepare a report summarizing the factors involved and the department findings and recommendations. The report will be filed with the Hearing Examiner at least seven days prior to the scheduled hearing and copies of the report will be mailed to the applicant and all parties of record.
7. Notice of Public Hearing: Your Project Planner will prepare a public notice of the Public Hearing that is published in the newspaper, mailed to the applicant and any person who submitted written comments, mailed to property

owners within 500' of the property, and prepare public notice board that you are responsible for posting on the property.

8. Hearing Examiner: A hearing date will be scheduled with a Hearing Examiner after the application has been determined to be complete. The date set for a public hearing should not be more than 100 days after the applicant has complied with all requirements and furnished all necessary data to the Community Development Department. This 100-day limit may be extended in any case for which an Environmental Impact Statement is required. After holding the public hearing, the Hearing Examiner will recommend approval, approval with conditions, or denial of an application to the City Council. The recommendation will be rendered within ten working days following conclusion of all testimony and hearings.
9. City Council: The City Council will, at a public meeting, consider and take final action on a Preliminary Subdivision application.
10. Notice of Decision: After final action is taken, the City will provide a notice of decision that also includes a statement of any threshold determination made under SEPA and the procedures for appeal. The written notice of decision shall be provided to the you, parties of record and to any person who requested notice of the decision prior to the decision.
11. Appeal: A final decision by the City Council on a subdivision application may be appealed to Superior Court as set forth in BMC 19.65.060.1. The appeal period is 21 days after the decision has been mailed.
12. Final Subdivision: Within 5 years of preliminary subdivision approval, you must file a final subdivision map with the City. In addition, any conditions of preliminary approval required to be met prior to subdivision recording must be completed. See [Final Subdivision Instructions](#) for more information.

HOW CAN I SPEED UP REVIEW OF MY APPLICATION?

Review times are generally dependent on the complexity of the project, the amount and content of public comment, and staff, Hearing Examiner and City Council workload. We pledge to review your application as quickly as possible, given all of these constraints. There are a few things that you can do that will speed up review of your application:

1. Provide Good Quality, Accurate Information: The single largest reason for delay is lack of quality, accurate information. The cheapest survey, engineering plan or soils report isn't always the best. We have samples of reports and plans that are good examples to follow for format, level of detail and content. Please consult with a planner to obtain examples.
2. Read and Understand the Regulations and Policies: We've found that an informed applicant usually does a better job of answering the review criteria, submitting good information and addressing neighbors concerns. It helps if you can specifically address the relevant Code sections applicable to your project. This makes our review easier, and faster.
3. Meet With Your Neighbors Before Finalizing Your Plans: Many times, neighbors oppose a project simply because they didn't know about it until they saw the public notice board. They feel that the applicant is trying to sneak something by them. An informal neighborhood meeting, or individual meetings, can be very helpful in diffusing opposition to your project. If done before you apply, these meetings can also allow you to make design changes so that the neighbors will be supportive of your project. Holding a meeting such as this is strongly recommended.

These are just a few suggestions to help you prepare and file an application that will be easy for us to review, and speed up the decision on your application.



Preliminary Subdivision Checklist

PLEASE RETURN THIS CHECKLIST WITH YOUR APPLICATION

The following is a list of materials and plans which must be submitted in order to have a complete application. For some applications, it will not be necessary to submit all of the listed materials. Consult with the Department of Community Development if you have questions. Please do not turn in your application until all materials which apply to your proposal have been checked off.

Pre-Application Meeting	REQUIRED	PROVIDED
A pre-application meeting with a planner is required within the six months immediately prior to submittal (see separate pre-application meeting handout).	X	

Application	REQUIRED	PROVIDED
Set up an application submittal appointment	X	
A completed and signed Subdivision Application Form.	X	

Fees	REQUIRED	PROVIDED
A check payable to the City of Burien for applicable filing fees and engineering deposits (see separate fee schedule).	X	

SEPA Environmental Checklist (5 copies)	REQUIRED	PROVIDED
Five (5) copies of a completed and signed SEPA Environmental Checklist (see separate SEPA Checklist handout).		

Existing Features Survey (5 copies)	REQUIRED	PROVIDED
Five (5) copies of a survey certified by a registered land surveyor licensed in the State of Washington, drawn at 1" = 20' or a comparable scale, and one set reduced to 8½" x 11" size, containing the following information:		
1. Proposed name of the subdivision.		
2. Location by section, township, range and/or other legal description.		
3. Name, address and phone number of the applicant, and agent, if any.		
4. Name, address and phone number and seal of the registered land surveyor preparing the short plat.		
5. Scale of survey, date and north arrow.		
6. Layout, dimensions and size of existing lot(s).		
7. Location and dimensions of existing streets, rights-of-way and driveways on or adjacent to the site.		
8. Location and dimensions of existing easements for access, drainage, and utilities.		

9.	The location and size of existing water, sewer, drainage and power systems (including fire hydrants and location of nearest utility poles) on, under, over, or adjacent to the property, showing size, grades and locations.		
10.	Lot lines of adjoining properties for a distance of at least 50 feet.		
11.	Location of existing structures on the site. For structures to remain that are within 25 feet of an existing or proposed property line, show the surveyed distance to existing or proposed property lines.		
12.	Location of existing walls, septic tanks and/or drain fields, and distances to existing and proposed property lines.		
13.	Location of critical areas on or within 100 feet of the site: streams, lakes, shorelines (including Ordinary High Water Mark), wetlands, flood hazard areas, fish and wildlife habitat conservation areas, aquifer recharge areas, or geologically hazardous areas.		
14.	The accurate dripline and trunk locations of all existing evergreen trees 6" and over in diameter by species. See BMC 19.25.130 for additional requirements.		
15.	Existing grades at 2-foot contours with the precise slope of any area in excess of 40%.		

Proposed Subdivision Map (5 copies)		REQUIRED	PROVIDED
Five (5) copies of the proposed subdivision, using the Existing Features Survey as a base map. The map must be prepared by a registered land surveyor or registered civil engineer licensed in the State of Washington. The map shall be drawn at 1" = 20' or a comparable scale, with one set reduced to 8½" x 11" size. The map must show:			
1.	Layout, dimensions and size of proposed lots, each consecutively numbered.		
2.	Building coverage and impervious surface coverage calculations (for existing structures to remain).		
3.	A designation of significant trees to be saved and removed. See BMC 19.25.130 for additional requirements.		
4.	Access: Please consult with the City of Burien Public Works Department for access easement, street and public right-of-way standards.		
	A. Location and dimensions of proposed access easements, public rights-of-way, and streets.		
	B. Conceptual plan showing location and dimensions of proposed access easement, right-of-way, and street improvements, and proposed sight distances.		
5.	Storm Drainage: Please consult with the City of Burien Public Works Department for storm drainage standards. The plan shall be prepared by a licensed professional engineer.		
	A. Location and dimensions of proposed storm drainage easements.		
	B. Conceptual plan showing location of proposed storm drainage facilities, including detention and/or water quality facilities.		
	C. Technical Information Report (TIR) with supporting calculations and designs.		
6.	Utilities: Please consult with the appropriate water, sewer and fire districts, and power, phone, natural gas and cable TV providers for their standards.		
	A. Location and dimensions of proposed water, sewer, power, phone, natural gas and cable TV easements.		
	B. Conceptual plan showing location of proposed water, sewer, power, phone, natural gas and cable TV facilities. (NOTE: All utility lines to individual lots, including power, phone and cable must be undergrounded.)		

Drainage Plans	REQUIRED	PROVIDED
One original and four copies of a permanent and complete stormwater control plans that include curbs, gutters, inlets, catch basins, tightlines, retention and detention facilities, stabilized outfalls, and subterranean water, and three copies of a drainage report prepared by a licensed professional engineer complying with the City of Burien’s Storm Water Design Manual (see separate handout).	X	

Supporting Information	REQUIRED	PROVIDED
1. The date that the total parcel was created.	X	
2. Current certificates of availability for water, sewer and fire.	X	
3. Staking of surveyed exterior boundary corners (by a surveyor).	X	
4. A current (no more than 30 days old) title company certification (such as a title report or short plat certificate) verifying the current ownership and title of all interested parties. The report shall also contain a description of all encumbrances or deed restrictions which limit the use of the property.	X	

Critical Area Study	REQUIRED	PROVIDED
A critical area study complying with City of Burien Zoning Code Section 19.40.060 (see separate handout).		

Other Required Information	REQUIRED	PROVIDED