



PLAT ALTERATION INFORMATION SHEET

Planning & Community Development

A plat alteration is processed when a property owner desires to “alter” an approved subdivision in any way. Particularly, this information sheet guides you through the process for the removal of plat restrictions and changes to the plat drawing such as removal of setbacks.

PROCESS OVERVIEW:

1. *Mandatory Pre-Application Meeting:* Plat Alterations are a Type B application which require a pre-application meeting with City staff. The pre-application meeting is required prior to submitting a Plat Alteration application. This meeting is an opportunity to ask questions about the process and get formal feedback from staff. Please see the “Pre-Application Meeting Submittal Checklist” for further information.
2. *Property Owner Consent:* Prior to submitting the Application, the Applicant is required to gather signatures showing support of the proposal by a majority (over 50%) of the property owners within the plat, using instructions and forms provided by the City. The City will not accept any application unless the majority of the property owners within the plat have provided consent. For the purposes of signatures:
 - If the property is owned jointly by spouses (e.g. Joe Doe and Mary Doe, husband and wife), the signature of one shall suffice (both signatures is welcomed).
 - If the property is owned by a corporation, signature of the officer authorized to execute deeds/encumbrances.
 - If the property is owned by an estate, executor/personal representative of the estate.
 - If the property is owned by multiple people (not spouses), than the signature of an owner designated by the owners.
 - If the property is owned by a trust, then the trustee.
3. *Application Submittal:* The applicant submits complete plans, forms, documents, and appropriate fees to City staff. The specific information that must be submitted is listed in the “Plat Alteration Submittal Checklist.” Applications lacking the required information will not be accepted. Application fees are due at the time of submittal.
4. *Determination of Completeness:* Staff has 28 days to assess the application materials more thoroughly and send the applicant a written Determination of Completeness. The Determination will state whether the application has been deemed to be complete, or incomplete. If determined to be incomplete, the letter will identify any specific information required to complete the application. Staff may, at any time throughout the review process, request additional materials from the applicant deemed necessary to properly review the application.
5. *Notice of Application (NOA):* After the application is determined to be complete, staff will prepare and distribute a Notice of Application for the purpose of notifying the public that an application has been filed with the City in accordance with RCW 58.17.215. The NOA process includes notification of property owners within the plat, advertisement in the Seattle Times, and a sign posting on the property. The public comment period lasts 14 days.

Hours of Operation: M, T, Th, F: 8:00 a.m.-5:00 p.m., W: 1:00-5:00 p.m. ♦ Permit processing ends at 4:00 p.m. daily

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6. *Public Hearing Notice:* During the Notice of Application comment period a public hearing may be requested by a person receiving notice or the City may determine that a public hearing is necessary. If the public hearing is requested, it will be before the Hearing Examiner. **This requires an additional fee of \$3,723.** The City will prepare and distribute a Public Hearing Notice in accordance with the SMC. The Applicant will be provided with a copy of the Notice. This is the opportunity for the public or Applicant to make verbal testimony for the record. All written comments received during the notice of application and notice of public hearing comment period will be made a part of the record. The Hearing Examiner will issue a decision. A written notice of decision is mailed to the applicant and all parties of record.

7. *Appeal:* The Director's decision on the plat alteration where no public hearing was held may be appealed to the hearing examiner as provided in SMC 20.30 Subchapter 4 General Provisions for Land Use Hearings and Appeals. The Hearing Examiner's decision shall be final in the following matters:
 - Appeal of the Director's decision on the alteration of a short subdivision;
 - Alteration of a short subdivision for which a public hearing was requested; and
 - Alteration of a formal subdivision.The final decision of the Hearing Examiner may be appealed to superior court pursuant to Chapter 36.70C Land Use Petition Act.

8. *Recording of Alteration:* No later than thirty (30) days after approval of the alteration, the applicant shall produce a revised drawing of the approved alteration to the plat, conforming to the recording requirements of Chapter 58.17 RCW and processed in the same manner as set forth for final plats in this chapter. The applicant shall file the drawing of the approved alteration to the plat with the King County Recorder to become the lawful plat of the property.

APPLICATION FEE:

At application in-take only a \$199.00 initial fee plus a mailing label fee of \$199.00 will be charged. As City staff spends time reviewing the application, more fees will be added and are due prior to approval. If a public hearing is requested, the applicant is responsible for the public hearing fee.