



Covid-19 Policy
New BSF Permit Submittals on Ready to Record Short Plats
April 27, 2020

Under the Governor's "Stay Home, Stay Healthy" Proclamation (20-25), construction on residential and commercial projects that were not started prior to March 25, 2020 has been deemed non-essential. Recording for Lot Line Alterations and Short Plats fall into this non-essential category. As such, City staff are unable to make special trips to City Hall to process documents for final recording. All documents that had been received by the City prior to the Governor's proclamation have been sent to King County for recording. However, the County staff have acknowledged delays on their end of the recording process and it is taking much longer than typical to receive recording numbers and new tax parcel numbers for lots created through the short plat recording process.

City staff are still able to review many aspects of proposed construction projects remotely and continue to accept and process building and land use permit applications submitted through MyBuildingPermit.com. In order to prevent a backlog of permits for construction of new single-family homes, the City of Kirkland will allow submittal of applications for new single-family residences in short plats that are "**ready to record**" but have not actually been recorded. Permits in these short plats will not be issued until recording has been completed and tax parcel numbers for the newly created lots have been received by the City.

Three scenarios have been identified for "ready to record" and are outlined below. If you have questions about this policy or how it applies to your short plat, please contact your project planner.

- 1.** The *short plat document has been sent to King County* but no recording number and/or tax parcel numbers have been received by the City.
- 2.** For a *short plat approval that is anticipated to expire* during the "Stay Home, Stay Healthy" timeframe, all of the following are true prior to the approval expiration date:
 - a. A complete Short Plat - Final application has been submitted through mybuildingpermit.com and all reviewing departments have reviewed and approved the short plat for recording;
 - b. Public Works has released any/all holds for recording related to completion of plat improvements under the Land Surface Modification (LSM) permit, or has accepted a performance security for the completion of those improvements;
 - c. The short plat recording document has been signed by all parties identified as holding an ownership interest and signatures have been acknowledged before a Notary Public;

- d. An electronic copy of the final short plat recording document including all City required corrections has been received by the City; and
- e. All recording fees have been paid.

When City staff are allowed to return to City Hall to perform recording work from that location, applicants will be contacted to complete the recording process. *Within 14 days of being contacted, applicants must provide to the City:*

- f. The final, signed short plat recording document to be sent to King County; and
- g. A title report update that is not more than 30 days old confirming that all parties who hold an ownership interest in the property have signed the short plat document to be recorded.

Short plats not meeting this 14-day deadline will be considered expired.

3. For *all other short plats that have been approved* by the City, all of the following are true:

- a. A complete Short Plat - Final application has been submitted through mybuildingpermit.com and all reviewing departments have reviewed and approved the short plat for recording;
- b. A Land Surface Modification (LSM) permit to complete all required plat improvements has been reviewed and issued or approved for issuance;
- c. An electronic copy of the final short plat recording document showing all City required corrections has been received by the City; and
- d. All recording fees have been paid.

When City staff are allowed to return to City Hall to perform recording work from that location, applicants will be contacted to complete the recording process. Prior to recording the short plat, the following must be satisfied:

- e. Public Works has released any holds for recording related to completion of plat improvements under the LSM or has accepted a performance security for the completion of improvements;
- f. The final, signed short plat recording document to be sent to King County must be received by the City; and
- g. A title report update must be submitted to the City that is not more than 30 days old confirming that all parties who hold an ownership interest in the property have signed the short plat document to be recorded.