



OPTIONS FOR SHORT PLAT AND SUBDIVISION REVIEW PROCESSES

ACCELERATED SHORT PLAT OR SUBDIVISION REVIEW

If you are considering subdividing property into two or more lots within the City of Kirkland, please read this handout. Development Services staff invite you to consider a review process that will speed up approval and provide greater predictability. In order to pursue this process, an applicant will submit an Integrated Development Plan (IDP) with other pre-submittal meeting information (if you are finding out about this at a pre-submittal meeting, we'll schedule a second one without an additional fee). An IDP is a copy of the plat map that includes the topography and the footprints of each home, and shows how each home will be accessed and served by utilities. The IDP also shows the tree retention plan information specified in Kirkland Zoning Code Chapter 95 (KZC 95.30) and includes an arborist report.

Four reasons why bringing an IDP to the meeting speeds up the review process:

1. The applicant and representatives from key City departments have an opportunity to discuss the short plat or subdivision layout with more information than is usually available at a pre-submittal meeting. The ensuing short plat or subdivision application will be more complete and compliant with city regulations which enable a faster review.
2. The Land Surface Modification (LSM or grading) permit can authorize all of the site preparations, including utility and road work, home site grading, and clearing of all trees approved for removal under the IDP.
3. The successive applications (i.e. demolition or building permit applications) can be reviewed faster through consolidation of Planning and Urban Forestry reviews.
4. The LSM and building permit applications can be submitted prior to short plat or subdivision recording, as soon as the IDP is approved as part of the short plat or subdivision approval. Building permits can be issued once the short plat or subdivision records.

As good as the process sounds; it cannot be used unless the applicant has selected home plans for the lots and is comfortable committing to the footprints and placement of the homes on the lots.

TRADITIONAL SHORT PLAT OR SUBDIVISION REVIEW

The City's traditional short plat and subdivision review process is more flexible because it defers home design, location and tree decisions until needed for a given permit. From the time of short plat or subdivision application to completion of new homes, it takes longer because:

1. The LSM approves grading and tree removal only for roadway, frontage and underground improvements;
2. Separate urban forestry reviews are required at the LSM, demolition and building permit stages; and
3. Building permits may not be submitted until the short plat or subdivision is recorded.

FOR MORE INFORMATION, PLEASE CONTACT THE PLANNER ASSIGNED TO THE PROJECT.