



**CITY OF KIRKLAND  
PLANNING AND COMMUNITY DEVELOPMENT**  
123 Fifth Avenue, Kirkland, WA 98033  
425-587-3225  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

**SHORT PLAT RECORDING**

This application packet is designed to obtain all the information necessary to allow the City to review your short plat in preparation for recording it with King County, after it has received preliminary approval. This application should be submitted with paper copies of your proposed Short Plat recording submittal before you produce the final mylar document. Please refer to the attached application checklist to determine the materials which must be submitted to complete your application. All application materials are public information.

Your application will be evaluated on the basis of the information you provide, the specific requirements in the Notice of Approval for your short plat, the criteria listed in the pertinent sections of City regulatory ordinances, and inspection of the property.

**YOU ARE ENCOURAGED TO TALK WITH THE PLANNER FROM THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT WHO REVIEWED YOUR SHORT PLAT WELL IN ADVANCE OF SUBMITTING YOUR APPLICATION TO OBTAIN GUIDANCE ON THE APPLICATION MATERIALS YOU MUST SUBMIT AND DISCUSS TIMING FOR RECORDING YOUR SHORT PLAT.**

Copies of City ordinances such as the Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, and Shoreline Master Program are available at the Department of Community Development in City Hall, 123 Fifth Avenue; and at the Kirkland Public Library, 208 Kirkland Avenue. To purchase the Comprehensive Plan or Zoning Ordinance, call Code Publishing at 206-527-6851. The City ordinances can also be found on-line at [www.ci.kirkland.wa.us](http://www.ci.kirkland.wa.us).

**NOTE:** The information provided by the Department of Planning and Community Development represents a preliminary, qualified assessment which is based on the information provided by the applicant/contact person. More detailed technical review of a specific development permit application may disclose additional substantive or procedural requirements.



# CITY OF KIRKLAND SHORT PLAT RECORDING APPLICATION FORM

Applicant's name: \_\_\_\_\_ Daytime phone: \_\_\_\_\_  
Applicant's mailing address: \_\_\_\_\_  
Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Note: If applicant is not property owner, he/she must be authorized as agent.**

Property Owner's name: \_\_\_\_\_ Daytime phone: \_\_\_\_\_  
Owner's address: \_\_\_\_\_  
Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

- (1) Primary contact for this application is (check one): \_\_\_\_\_ Applicant \_\_\_\_\_ Property Owner  
(2) Short Plat Name: \_\_\_\_\_  
(3) Planning and Community Development File Number: \_\_\_\_\_  
(4) Assigned Planner: \_\_\_\_\_

### STATEMENT OF OWNERSHIP/DESIGNATION OF AGENT

The undersigned property owners, under penalty of perjury, each state that we are all of the legal owners of the property described in the Title Report and drawings submitted as part of this application, and designate \_\_\_\_\_ to act as our agent with respect to this application.

### AUTHORITY TO ENTER PROPERTY

I/we acknowledge that by signing this application I/we are authorizing employees or agents of the City of Kirkland to enter onto the property which is the subject of this application during the hours of 7:00 a.m. to 5:00 p.m., Monday through Friday, for the sole purpose of making any inspection of the limited area of the property which is necessary to process this application. In the event the City determines that such an inspection is necessary during a different time or day, the applicant(s) further agrees that City employees or agents may enter the property during such other times and days as necessary for such inspection upon 24 hours notice to applicant(s), which notice will be deemed received when given either verbally or in writing.

### HOLD HARMLESS AGREEMENT READ CAREFULLY BEFORE SIGNING

The undersigned in making this application certifies under penalty of perjury, the truth and/or accuracy of all statements, designs, plans and/or specifications submitted with said application and hereby agrees to defend, pay, and save harmless the City of Kirkland, its officers, employees, and agents from any and all claims, including costs, expenses and attorney's fees incurred in investigation and defense of said claims whether real or imaginary which may be hereafter made by any person including the undersigned, his successors, assigns, employees, and agents, and arising out of reliance by the City of Kirkland, its officers, employees and agents upon any maps, designs, drawings, plans or specifications, or any factual statements, including the reasonable inferences to be drawn there from contained in said application or submitted along with said application.



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I certify (or declare) under penalty of perjury under the laws of the State of Washington that the above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decisions.

Applicant

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Agent (Other than Applicant)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Property Owner #1

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Property Owner #2

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_



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The following is a list of materials that must be submitted with your application. Consult with the Department of Planning and Community Development if you have a question. Your application must be reviewed for completeness and will not be accepted for submittal until all items which apply to your proposal have been checked off.

### RETURN THIS CHECKLIST WITH YOUR APPLICATION

- |   | <u>Applicant check<br/>if submitted</u> |
|---|---|
| 1. A completed application form.  | <input type="checkbox"/>                |
| 2. A Title Report that is not more than 30 calendar days old containing:<br>a. A legal description of the total parcel(s) sought to be subdivided; and<br>b. A list of those individuals, corporations, or other entities holding an ownership interest in the parcel(s); and<br>c. Any easements or restrictions affecting the property(ies) with a description, purpose and reference by auditor's file number and/or recording number; and<br>d. Any encumbrances on the property; and<br>e. Any delinquent taxes or assessments on the property<br><i><b>You may submit an update or addendum to the Title Report that was submitted as part of your short plat application as long as it identifies all changes since the report was initially issued and has the same Order Number as shown on the original Title Report.</b></i> | <input type="checkbox"/>                |
| 3. Mathematical lot closures showing error of closures not to exceed $0.005/n$ , where n equals number of sides and/or curves of a lot.   | <input type="checkbox"/>                |
| 4. An indication that either (check one):<br><br>_____ All required road, utility and easement or tract screening improvements have been completed.<br><br>_____ A security device has been submitted to the Public Works Department to cover the cost of the outstanding road, utility and easement or tract screening improvements.   | <input type="checkbox"/>                |
| 5. The exterior boundary of the short plat has been set by a registered land surveyor and an indication that either (check one):<br><br>_____ All interior lot corners of the short plat have been set by a registered land surveyor on a permanent basis.<br><br>_____ All interior lot corners of the short plat have been set by a registered land surveyor on a temporary basis and a bond has been submitted to the Public Works Department to cover the cost of a registered land surveyor setting the corners on a permanent basis.  | <input type="checkbox"/>                |
| 6. If the site contains built improvements, a separate page indicating the location and square footage of the improvements. One (1) to-scale paper copy (8 1/2" x 11" or larger) is sufficient; King County uses this only to determine new tax assessments on the property and it is not recorded with the short plat.   | <input type="checkbox"/>                |
| 7. A completed Land Area Worksheet (see page 7).  | <input type="checkbox"/>                |



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8. Three paper copies of the proposed short plat to be recorded. The Planning and Public Works Departments and City Attorney's Office will redline any changes to assist you in preparing the final mylar for signatures. The short plat mylar template can be found in the Applications and Forms section of the Planning Department page on the City of Kirkland website. ([http://www.ci.kirkland.wa.us/shared/assets/Short\\_Plat\\_Mylar\\_Template2852.dwg](http://www.ci.kirkland.wa.us/shared/assets/Short_Plat_Mylar_Template2852.dwg). AutoCad is required to download this file).

The short plat drawing must include the following items:

- Proposed name of the plat
- Location by section, township, range and/or other legal description
- Planning and Community Development file number
- North Arrow
- Median Base
- Scale of Drawings
- Approval and signature blocks for the Department of Planning and Community Development and King County Department of Assessment
- Boundary survey of the plat. Surveys must be located on KCAS or plat bearing system and tied to known monuments, including all wetland, stream, and NGPE locations
- The boundary lines of the plat, based on an accurate field traverse, with angular and linear dimensions
- Radii, internal angles, points of curvature, tangent bearings and lengths of all arcs
- The plat will be described and corners set with a field traverse with a linear closure of one to ten thousand and corresponding angular closure as specified in WAC 332-130-070. Surveyors are encouraged to reference the City of Kirkland's horizontal control data published in 2002, found on the Public Work's webpage at <http://www.ci.kirkland.wa.us/depart/pw/survey/survey.htm>
- Accurate outlines and dimensions of any areas to be dedicated or reserved for public use, with purposes indicated thereon and in the dedication; and/or any area to be reserved by deed covenant for common uses of all property owners
- Layout, dimensions and size (excluding access easement area) of lots, with each lot consecutively numbered
- Exact location, width, number or name of all rights-of-way, easements and tracts within and adjoining the plat and a clear statement as to whether each is to be dedicated or held in private ownership
- For private easements and tracts, purpose and benefited and burdened parcels shall be identified and maintenance responsibilities shall be established
- For vehicular access easements or tracts, vehicular access rights for each lot served must be established either by segregating the roadway into a separate tract in which each lot served has an undivided ownership interest or by creating an access easement. Equal maintenance responsibilities for the owners of all lots served by the roadway must be established
- All restrictions and conditions on the lots or tracts or other areas in the plat required by notice of approval
- Surveyor's Certificate completed and seal applied
- Legal Description
  1. Description of entire parcel
  2. It is suggested that a physical description of all monuments be included and reference points or auxiliaries to monuments. Please carry this section subdivision to the nearest



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40 acres, i.e. the NE ¼ of the NE ¼.

- The following plat notes:
    - Addressing shall be in accordance with Kirkland Building Division Policy Manual Number 9.001, Assignment of Street Numbers and Road Signage.
    - Utility Maintenance: Each property owner shall be responsible for maintenance of the sanitary sewer or storm water stub from the point of use on their own property to the point of connection in the City sanitary sewer main or storm water main. Any portion of a sanitary sewer or surface water stub, which jointly serves more than one property, shall be jointly maintained and repaired by the property owners sharing such stub. The joint use and maintenance shall “run with the land” and will be binding on all property owners within this subdivision, including their heirs, successors and assign.”
    - Public Right-of-way Sidewalk and Vegetation Maintenance: Each property owner shall be responsible for keeping the sidewalk abutting the subject property clean and litter free. The property owner shall also be responsible for the maintenance of the vegetation within the abutting landscape strip. The maintenance shall “run with the land” and will be binding on all property owners within this subdivision, including their heirs, successors and assigns.
    - If indicated by the Public Works Department: Prior to issuance of any building permit on lots within this plat, each lot owner must sign a concomitant agreement for future undergrounding of overhead utility lines within the \_\_\_\_\_ right-of-way abutting this plat.
  - Any additional pertinent information required at the discretion of the Public Works or Planning Directors
9. ***Only after you have received comments on the short plat from the Planning and Public Works Departments and City Attorney’s Office and have made the corrections that they require***, submit one (1) completed 18” x 24” inked or photo City of Kirkland short plat mylar and four (4) 18” x 24” paper prints. ***No DIAZO or XEROX mylars will be accepted.*** All four paper prints and the mylar are sent to King County for recording. One paper print is kept by King County Department of Surveys. Three prints and the mylar are returned to the City of Kirkland, one print for the City Planning Department files, one print for the applicant, and one print for City archives.
- All persons who hold an interest in the property must sign the mylar and their signatures must be acknowledged before a Notary Public. Persons who sign must include any bank and/or beneficiary who have an interest in the property.
  - For a property owner who is a partnership or limited partnership, include partnership name and an authorized general partner of the partnership must sign. Where owner is a corporation, the name must so designate, including the state of incorporation and the signatures must be that of the president and secretary, proof of corporation authorization must be given for any other signatures. Where owners are individuals, the spouse must also sign. All signatures must be acknowledged before a Notary Public.
10. A check to the City of Kirkland for the recording fee: \$113.00 for the first mylar page, plus \$5.00 for each additional mylar page.



**CITY OF KIRKLAND  
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**LAND AREA WORKSHEET**

**Project Name** \_\_\_\_\_

**Permit Number** \_\_\_\_\_

**Please provide the following area calculations (in square feet) for the entire short plat:**

Total Land Area \_\_\_\_\_ square feet  
 R-O-W Dedication \_\_\_\_\_ square feet  
 Access Tract \_\_\_\_\_ square feet  
 Ingress/Egress Easement \_\_\_\_\_ square feet  
 Stream/Wetland \_\_\_\_\_ square feet  
 Stream Wetland Buffer \_\_\_\_\_ square feet

**Please provide the following area calculations (in square feet) for each individual lot:**

	Lot 1	Lot 2	Lot 3	Lot 4	Lot 5	Lot 6	Lot 7	Lot 8	Lot 9
Parcel Size:									
Ingress/Egress Easement:									
Is Ingress/Egress Easement included in individual lot area (Yes or No)?*									
Stream/Wetland:									
Stream/Wetland Buffer:									

\*Ingress/Egress Easements may only be included in the lot area if both of the following statements are true:

- The easement serves only one lot that does not abut a public right-of-way; **and**
- The servient lot abuts a public right-of-way.