

# PRELIMINARY UNIT LOT SUBDIVISION APPLICATION

<b>Property address or general location (cross-streets):</b> _____	<b><u>Office Use Only</u></b> Permit # _____ Associated Permits: _____ _____ _____ _____ _____
<b>Existing Legal Description(s) (or Tax #): Parcel Number:</b> _____  Addition: _____, Block(s): _____, Lot(s): _____	
<b>Please describe (attach additional pages if necessary):</b>  _____  _____  _____	
<b>Property Owner:</b> Name: _____ Address: _____ City/St/Zip: _____ Phone: _____ Email: _____	<b>Contact/Representative (if different):</b> Name: _____ Address: _____ City/St/Zip: _____ Phone: _____ Email: _____
<b>Have any known wetlands or their buffers been identified on the property?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, attach wetland report.	
<b>Are there any steep slopes (greater than 15%) on the property?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, attach geotechnical report.	
<b>Does the applicant, or anyone connected with the applicant or the development (any person, family member, firm, corporation), have an interest by reason of ownership, contract for purchase by agreement or option in any land within 200 feet of any portion of the subject property?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe: _____	
I swear and certify that this information is correct. (Signature of applicant) _____	

I verify the property affected by this application is the exclusive ownership of the applicant(s), or that I have submitted the application with the written consent of all owners of the affected property.

**Print Name:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_

*See attached for details on plan submittal requirements and cost.*

# Preliminary Unit Lot Subdivision Application Submittal Requirements CHECKLIST

The Unit Lot Subdivision is a subdivision process by which boundary lines and use areas are defined within a larger "parent" lot to establish individual sellable lots, allowing for the creation of fee simple lots for townhouse, cottage housing or tiny house community developments in zones where such uses are allowed.

- Completed Unit Lot Subdivision application form (Page 1)
- Preliminary Unit Lot Subdivision Fees:  
(Includes \$50.00 sign board deposit, refunded when board(s) returned)
 

Type II – parent lot is less than one acre	\$615.88 + \$125 Noticing Fee
Type III –parent lot is one acre or more	\$5,559.00 + \$375 Noticing Fee +
Final plat fee for Type III ULS	\$1019.80

If the SEPA process is required, an additional \$100.00 second notice is required.

- Critical Areas special reports where required by the Critical Area Ordinance (PTMC 19.05)
- Stormwater drainage plan in conformance with PTMC 13.32 including any soil test information as may be deemed necessary by the public works director;
- State estimated quantities of fill exported and imported to site.
- Photocopy of the property deed
- Auditor’s File Number of Plat Map: \_\_\_\_\_
- Auditor’s File Number of any surveys of record \_\_\_\_\_
- The latest list of tax parcels and their owners within 300 feet of the property, prepared by a Title Company, with said owner’s names and addresses typed on mailing labels. (City will supply envelopes.)
- SEPA permit application unless otherwise exempt per PTMC 19.04.080 [SEPA Categorical Exemptions & Flexible Thresholds](#)

## Preliminary Unit Lot Subdivision Application

- Five paper copies** of the preliminary unit lot subdivision prepared by a Washington State licensed engineer or land surveyor registered or licensed by the state of Washington. An electronic copy of the same (in .pdf format) shall also be provided. The preparer shall certify on the plat that it is a true and correct representation of the lands actually surveyed. The preparation of the plat shall comply with the Survey Recording Act, Chapter 58.09 RCW and Chapter 332.130 WAC as now adopted or hereafter amended. Upon surveying the property, the surveyor shall place temporary stakes on the property to enable the city to locate and appraise features of the unit lot subdivision in the field. The datum to be used for all surveying and mapping shall be as follows: The projection name is the state plane; the projection spheroid is GRS 1980; the coordinate system is the Washington State Plane North Zone; and the horizontal datum is NAD 83.
- All geographic information portrayed by the preliminary unit lot subdivision shall be accurate, legible, and drawn to a horizontal scale of 50 feet or fewer to the inch, except that the location sketch and typical street cross-sections may be drawn to any other appropriate scale.
- A preliminary unit lot subdivision shall be 18 inches by 24 inches in size, allowing one-half-inch borders, and if more than one sheet is needed, each sheet shall be numbered consecutively and an index sheet showing the entire property and orienting the other sheets, at any appropriate scale, shall be provided. In addition to other map submittals, the applicant shall submit one copy of each sheet reduced to 8-½ inches by 11-½ inches in size. If more than one sheet is required, an index sheet showing the entire subdivision with street and highway names and block numbers (if any) shall be provided. Each sheet, including the index sheet, shall be of the above-specified size.
- The area of each proposed lot or parcel depicted on the preliminary unit lot subdivision map shall accurately show the location and dimension of each proposed lot or parcel.
- The preliminary unit lot subdivision map shall demonstrate that the parent lot meets the bulk and dimensional standards of the underlying zone. At a minimum, the map shall accurately show the following information for the parent lot:
- parent lot dimensions and area (The area of land contained in access easements, access panhandles, or pipe-stem configurations shall not be included in the lot size computations).
  - setbacks from the parent lot boundaries
  - lot coverage

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A preliminary unit lot subdivision shall be submitted on one or more sheets and shall provide the following information. All specifications for public improvements shall conform with the engineering design standards:

**CONTENTS:**

- The name of the proposed subdivision together with the words "Preliminary Unit Lot Subdivision"
- The name and address of the applicant
- The name, address, stamp, and signature of the professional engineer or professional land surveyor who prepared the preliminary unit lot subdivision
- Numeric scale (50 feet or fewer to the inch), graphic scale, true north point, and date of preparation
- Identification of all land, trees and tree canopy intended to be cleared; the trees or tree canopy intended to be preserved per PTMC 19.06.120, Tree Conservation Standards; and the location of the proposed access to the site for clearing and grading during site development or construction; and
- A form for the endorsement of the director of PCD, as follows:  
APPROVED BY CITY OF PORT TOWNSEND

Planning & Community Development Director	Date
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- The preliminary unit lot subdivision shall contain a vicinity sketch sufficient to define the location and boundaries of the proposed subdivision with respect to surrounding property, streets, and other major manmade and natural features.
- The preliminary unit lot subdivision shall contain the following existing geographic features, drawn lightly in relation to proposed geographic features:
  1. The boundaries of the property to be subdivided, and the boundaries of any adjacent property under the same ownership as the land to be subdivided, to be indicated by bold lines;
  2. The names of all adjoining property owners, or names of adjoining developers;
  3. All existing property lines lying within the proposed unit lot subdivision, including lot lines for lots of record which are to be vacated, and all existing property lines for any property lying within 200 feet of the subject property which is under the same ownership as the property to be subdivided [as described in PTMC 18.12.030(C)] shall be shown in broken lines;
  4. The location, right-of-way widths, pavement widths, and names of all existing or platted streets, whether public or private, and other public ways within 200 feet of the property to be subdivided;
  5. The location, widths, and purposes of any existing easements lying within or adjacent to the proposed unit lot subdivision;
  6. The location, size, and invert elevations of sanitary sewer lines and stormwater management facilities lying within or adjacent to the proposed unit lot subdivision or those which will be connected to as part of the proposed unit lot subdivision;

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7. The location and size of existing water system facilities including all fire hydrants lying within or adjacent to the proposed unit lot subdivision or those which will be connected to as part of the proposed unit lot subdivision;
  8. The location, size, and description of any other underground and overhead facilities lying within or adjacent to the proposed unit lot subdivision;
  9. The location of any critical areas and/or buffers as described in PTMC 19.05, including all floodplains, lying within or adjacent to the proposed unit lot subdivision;
  10. The location, size, and description of all significant trees as defined in PTMC 18.04.060 lying within existing public rights-of-way to be improved within or adjacent to the proposed unit lot subdivision;
  11. The location of existing sections and municipal corporation boundary lines lying within or adjacent to the proposed unit lot subdivision;
  12. The location of any well existing within the proposed subdivision;
  13. Existing contour lines at intervals of five feet for average slopes exceeding five percent, or at intervals of two feet for average slopes not exceeding five percent. Existing contour lines shall be labeled at intervals not to exceed 20 feet. If applicable, indicate slopes equal to or greater than 15 to 25 percent, equal to or greater than 26 to 39 percent, and equal to or greater than 40 percent, by shading or color;
  14. The location of any existing structures lying within the proposed unit lot subdivision. Existing structures to be removed shall be indicated by broken lines, and existing structures not to be removed shall be indicated by solid lines.
- The preliminary unit lot subdivision shall show the following proposed geographic features; All specifications for public improvements shall conform with the engineering design standards:
1. The boundaries in bold solid lines of all proposed lots, the area and dimensions of each proposed lot, and the proposed identifying number or letter to be assigned to each lot and/or block;
  2. The right-of-way location and width, the proposed name of each street, alley, or other public way to be created, and the estimated tentative grades of such streets. Where roadways may exceed the maximum allowable grade or alignment, the public works director may require sufficient data, including centerline profiles and cross-sections if necessary, to determine the feasibility of said roadway;
  3. The location, width, and purpose of each easement to be created;
  4. The boundaries, dimensions, and area of public and common park and open space areas;
  5. Identification of all areas proposed to be dedicated for public use, together with the purpose and any condition of dedication;
  6. Proposed final contour lines at intervals of five feet for average slopes exceeding five percent, or at intervals of two feet for average slopes not exceeding five percent. Final contours shall be indicated by solid lines. Contour lines shall be labeled in intervals not to exceed 20 feet;
  7. The building envelopes, as defined in PTMC 18.04.060, shall be indicated for each lot;
  8. Proposed monumentation;

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9. Proposed location and description of all water system improvements, including all proposed fire hydrants;
  10. Proposed location and description of all sewer system improvements, including profiles and, if needed, all pump stations and their connections to the existing system;
  11. Proposed location and description of all stormwater management system improvements;
  12. Proposed street cross-sections, showing proposed bicycle and pedestrian pathways and sidewalks (if applicable);
  13. Proposed type and location of street lighting (if applicable);
  14. Proposed type and location of landscaping (if applicable);
  15. Proposed location and typical cross-section of trails (if applicable);
  16. Proposed location and description of transit stops and shelters (if applicable);
  17. Proposed restrictions or conditions on development (if applicable);
- Upon review of an application, the PCD Director and/or Public Works Director may require additional pertinent information as needed to satisfy any regulatory requirements.

For more unit lot subdivision information, see Port Townsend Municipal Code Chapter 18.22 or website: <http://www.cityofpt.us/>

\* See Jefferson County Assessor's office, or website  
<http://www.co.jefferson.wa.us/assessors/parcel/ParcelSearch.asp>

