



(Amended) EXHIBIT “B”
2014 ANNUAL AMENDMENT

Amendments to the Tacoma Municipal Code

These amendments show all of the changes to the *existing* text of the Tacoma Municipal Code. The sections included are only those portions of the Code that are associated with these amendments. New text is underlined and text that is deleted is shown in ~~strikethrough~~.

Chapter 13.04

PLATTING AND SUBDIVISIONS

Sections:

- 13.04.010 Title.
- 13.04.020 Intent and authority.
- 13.04.030 Policy.
- 13.04.040 Definitions.
- 13.04.050 Jurisdiction.
- 13.04.055 Platting on shorelines.
- 13.04.060 Exclusions.
- 13.04.070 Alteration.
- 13.04.075 Vacation.
- 13.04.085 Boundary line adjustment.
- 13.04.088 Binding site plan approval.
- 13.04.090 Short plat/short subdivisions procedures.
- 13.04.095 Appeals.
- 13.04.100 Plat/subdivision procedures.
- 13.04.105 Replat or redivision of platted lots.
- 13.04.110 General requirements and minimum standards for subdivisions and short subdivisions.
- 13.04.120 Conformity to the Comprehensive Plan and applicable ordinances, manuals, design specifications, plans, and guidelines.
- 13.04.130 Relation to adjoining street system.
- 13.04.140 Access.
- 13.04.150 Conformity to topography.
- 13.04.160 Public or private streets or ways, or permanent access easement widths.
- 13.04.165 Streetlights.
- 13.04.170 Roadways.
- 13.04.180 Public or private streets or ways, or permanent access easement design.
- 13.04.190 Dead-end/cul-de-sac public or private streets or ways, or permanent access easements.
- 13.04.200 Alleys.
- 13.04.210 Easements.
- 13.04.220 Blocks.
- 13.04.230 Lots.
- 13.04.240 Plats within Planned Residential Development Districts (PRD Districts).
- 13.04.250 Duplication of names.
- 13.04.260 Public open space.
- 13.04.270 Checking by the City Engineer – Charges.
- 13.04.280 Development of illegally divided land.
- 13.04.290 *Repealed.*
- 13.04.300 Model home.
- 13.04.305 Temporary rental or sales offices, contractors’ offices, and signs.
- 13.04.310 Subdivisions and Critical Areas.
- 31.04.315 *Repealed.*

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13.04.090 Short plat/short subdivision procedures.

A. Administration. The Director or designee is vested with the duty of administering the provisions of this section and with the authority to summarily approve or disapprove proposed preliminary and final short plats. The Director or designee may prepare and require the use of such forms and develop policies deemed essential to the effective administration of this code.

B. Application. Applications for approval of preliminary short subdivisions shall be submitted to Planning and Development Services and shall be accompanied by a proposed short plat which includes pertinent survey data compiled as a result of a survey of the property made by or under the supervision of a registered land surveyor. In addition, an application will include a title report and free consent statement signed by all owners of land within the proposed short plat. All surveys shall be accomplished as required by the Survey Recording Act (RCW 58 and WAC 332), and shall be monumented in accordance with the Survey Recording Act and Public Works specifications. In addition to the survey data, the short plat application shall be considered complete when the following information is received by the Planning and Development Services Department:

1. A completed application form including the following information: name(s), mailing address(es), and phone number(s) of applicant(s) and property owner(s); legal description of property; County Assessor's parcel number; general location of property; current use of property; proposed improvements; signature of applicant(s); and date signed.
2. A free-consent statement signed by all owners of the property.
3. A current (within 90 days) title report or plat certificate.
4. A filing fee as set forth in Chapter 2.09 of the Tacoma Municipal Code.
5. A transit access checklist, including a table showing the location and walking distance in feet to the nearest bus stop(s), the routes served by that stop, and the potential transit patronage calculated according to a formula and generation rates shown on the checklist, as required by the appropriate transit authority.
6. A City-approved preliminary short plat layout drawing containing the following information:
 - a. The name and address of the owner or owners of said tract;
 - b. The legal description of the existing lot, tract, or parcel, ~~and the legal descriptions for all proposed lots, tracts, or parcels;~~
 - c. The short plat shall show the bearings and distances on the exterior boundary with ties to at least two known monuments on the City of Tacoma horizontal grid system. The plan shall be to scale, have a north arrow, and display the date of preparation;
 - d. The short plat shall show existing and proposed contours at intervals of five feet or less, sufficient to show drainage patterns;
 - e. The names of all adjacent subdivisions and owners of adjoining parcels;
 - f. All zoning districts as set forth in the Tacoma zoning ordinances;
 - g. The boundary lines of the tract to be subdivided and their dimensions;
 - h. The layout, names, and width of proposed public or private streets, alleys and easements;
 - i. The location of all existing and platted streets, on-site private roadways, pedestrian ways, bike routes, rights-of-way, and section lines within and adjacent to the short subdivision. Show proposed pedestrian, bicycle, and vehicular connections within the short plat and connections to the existing routes outside of the proposed short subdivision;
 - j. All public and private open space to be preserved or created within the short subdivision;
 - k. Dedication of all streets, alleys, ways, and easements for public use;
 - l. The locations of existing storm and sanitary sewers, water mains, electric conduits, or overhead power.
 - m. The accurate location, material and size of all monuments. Monuments shall meet the specifications of the Survey Recording Act and Public Works Department;
 - n. Certification by a registered land surveyor to the effect that the short plat is a true and correct representation of the lands actually surveyed and that all the monuments shown thereon actually exist, or that, in lieu of their placement, a bond has been provided in conformance with Section 13.04.100.H of this chapter, and that the location, size and material of the monuments are correctly shown.

C. Process. Upon Submittal of a complete preliminary short subdivision application, at least one copy of the preliminary short plat shall be transmitted for review and comment to departments and agencies as determined by the Planning and

Development Services Department. Short subdivision applications that are adjacent to a transit street or within 1,000 feet of a bus stop shall be forwarded to Pierce Transit for review and comment.

The Planning and Development Services Department shall assemble the agency comments and prepare a written preliminary report to the Director. The report shall contain an analysis of the applicable criteria for the approval of preliminary short subdivisions, public notice comments for five- to nine-lot short subdivisions, agency comments received, and requested conditions of approval.

D. Notification. Public notice required by this chapter shall be given in accordance with the provisions of Chapter 13.06 for five- to nine-lot short subdivisions. In the event that a proposed short subdivision within the City of Tacoma has a border coterminous with Tacoma’s city limits, a notice of filing shall be given to the appropriate county or city officials and in the event that the short subdivision within the City of Tacoma is adjacent to the right-of-way of a state highway, a notice of filing shall be given to the Washington State Department of Transportation.

Mailed notices required by these regulations shall provide a legal description of the property to be subdivided, ~~a vicinity sketch~~, and a location description in non-legal vernacular.

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G. Final Short Plat. The final short plat shall be submitted to the Planning and Development Services Department and shall be an accurate short plat for official record, surveyed and prepared by, or under the supervision of, a registered land surveyor who shall certify on the plat that it is a true and correct representation of the lands actually surveyed. The final short plat shall be prepared in accordance with the regulations set forth in subsequent sections of this chapter and the City’s Comprehensive Plan and applicable ordinances, manuals, design specifications, plans and guidelines in Section 13.04.120. When the final short plat is submitted to the Planning and Development Services Department for processing, it shall be accompanied by two copies of a title report confirming that the title of lands, as described and shown on the short plat, is in the name of the owner(s) signing the certificate of the short plat. The final short plat will be reviewed by the City Engineer and representatives of the Water and Light Divisions of the Department of Public Utilities, and the Tacoma-Pierce County Health Department.

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13.04.095 Appeals.

The Director’s decision on a boundary line adjustment, binding site plan approval, or short subdivision shall be final unless a request for reconsideration or appeal is filed in accordance with the provisions of Chapter ~~13.051.23~~ of the Tacoma Municipal Code.

(Ord. 28157 Ex. D; passed Jun. 25, 2013; Ord. 28109 Ex. O; passed Dec. 4, 2012; Ord. 27893 Ex. A; passed Jun. 15, 2010; Ord. 27017 § 4; passed Dec. 3, 2002; Ord. 25851 § 5; passed Feb. 27, 1996¹; Ord. 25532 § 1; passed Jun. 28, 1994)

13.04.100 Plat/subdivision procedures.

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C. Notification. Notices for any public hearing required by this chapter shall be given in accordance with provisions of Chapter 13.05. In the event that a preliminary plat of proposed subdivision with the City of Tacoma joins the municipal boundaries thereof, a notice of filing shall be given to the appropriate county or city officials and, in the event that a preliminary plat of a proposed subdivision within the City of Tacoma is adjacent to the right-of-way of a state highway, a notice of filing shall be given to the Washington State Department of Transportation.

Mailed notices required by these regulations shall give the time, date, and place of the hearing; a legal description of the property to be platted; ~~a vicinity sketch~~; and a location description in non-legal language.

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¹ Ord. 25851 contained two sections numbered 5 – see also Section 13.04.140.