Title 16
SUBDIVISIONS

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Chapter 16.04
GENERAL PROVISIONS

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16.04.010 Purpose.
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16.04.010 Purpose.

The purpose of this chapter is to promote the realization of the city's comprehensive plan, to provide reasonable requirements for public streets, community facilities and other public areas; to provide for the health, safety and general welfare of the residents of the city; and to establish development standards and uniform procedures for plats, subdivisions, resubdivisions and dedications of land.

(Ord. 1235 § 2 (Exh. B), 2005)

16.04.020 Administration.

Authority for the administration of these regulations shall be vested in the city planner.

(Ord. 1235 § 2 (Exh. B), 2005)

16.04.030 Scope – Authority.

This chapter is adopted pursuant to the Revised Code of the State of Washington (RCW) Chapter 58.17 and shall apply to all divisions, redivisions, and plats within the city of Cle Elum.

(Ord. 1235 § 2 (Exh. B), 2005)

16.04.040 Construction prerequisites.

It is unlawful for any person, firm, or corporation, proposing to make or have made a plat or subdivision of land, to enter into any contract for the sale of, or to offer to sell, any lot tract, or parcel or to proceed with any construction, including grading and excavation unless approval therefore has been made under this chapter. Construction of buildings and dwellings shall be started only after issuance of building permits, and no building permits shall be issued prior to recording of the final plat.

(Ord. 1235 § 2 (Exh. B), 2005)

Chapter 16.08
DEFINITIONS

Sections:

16.08.010 Generally.
16.08.020 Alley.
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16.08.220 City.
16.08.230 Yard.
16.08.240 Yard, front.
16.08.250 Yard, rear.
16.08.260 Yard, side.

16.08.010 Generally.

For the purpose of these regulations, certain words and phrases used herein are defined in this chapter.

(Ord. 1235 § 2 (Exh. B), 2005)

16.08.020 Alley.

“Alley” means a minor public right-of-way used primarily for vehicular service access to the rear or side of properties.

(Ord. 1235 § 2 (Exh. B), 2005)

16.08.030 Arterial.

“Arterial” means a street of great continuity, which serves or is intended to serve as a principal traffic way for fast or heavy traffic, and which taken together comprises the basic structure of the street system of the city and surrounding area.

(Ord. 1235 § 2 (Exh. B), 2005)

16.08.035 Block.

“Block” is a group of lots, tracts, or parcels within well defined and fixed boundaries.

(Ord. 1235 § 2 (Exh. B), 2005)

16.08.037 Boundary line adjustment.

“Boundary line adjustment” is the modification of the size or alignment of adjacent parcels by the relocation of a shared boundary line(s) recognized by the city where no additional parcels are created.

(Ord. 1235 § 2 (Exh. B), 2005)

16.08.040 Buffer planting strip.

“Buffer planting strip” means a narrow area planted with trees and shrubs of sufficient density to provide an effective sight-obscuring and sound absorbing screen.

(Ord. 1235 § 2 (Exh. B), 2005)

16.08.050 Building setback line.

“Building setback line” means the line indicating the minimum horizontal distance between the property line and buildings, either at the front, rear or side of the lot.

(Ord. 1235 § 2 (Exh. B), 2005)

16.08.060 Comprehensive plan.

“Comprehensive plan” means the official plan or any portion thereof made and adopted by the planning commission and council in accordance with the Growth Management Act and the laws of the state of Washington indicating the general or specific locations recommended for streets, parks, public buildings, other public and all other land uses.

(Ord. 1235 § 2 (Exh. B), 2005)

16.08.070 Crosswalkway.

“Crosswalkway” means a public right-of-way, five feet or more in width between property lines, which provides pedestrian access to adjacent properties.

(Ord. 1235 § 2 (Exh. B), 2005)

16.08.080 Cul-de-sac.

“Cul-de-sac” means a short street having one end open to traffic and being terminated at the other end by a vehicular turnaround.

(Ord. 1235 § 2 (Exh. B), 2005)

16.08.090 Easement.

“Easement” means a grant, by the owner of land, to others, of the use of a portion of the land for specific purposes.

(Ord. 1235 § 2 (Exh. B), 2005)

16.08.100 Final plat.

“Final plat” means the final drawing of subdivision and dedication prepared for filing for record with the county auditor and containing all elements and requirements set forth in this chapter and consistent with the preliminary plat approval.

(Ord. 1235 § 2 (Exh. B), 2005)

16.08.110 Improvements public.

“Public improvements” means any sanitary sewer, storm sewer, drainage ditch, water main, roadway, parkway strip, sidewalk, planting strip, crosswalkway, off-street parking area, landscaping or other facility for which the city may ultimately assume the responsibility for maintenance and operation.

(Ord. 1235 § 2 (Exh. B), 2005)

16.08.120 Lot.

“Lot” means a fractional part of divided lands having fixed boundaries, being of sufficient area and dimension to meet minimum zoning requirements for width and area. The term shall include tracts or parcels.

(Ord. 1235 § 2 (Exh. B), 2005)

16.08.130 Major street plan.

“Major street plan” means a part of the comprehensive plan showing the location and dimensions of principal thoroughfares.

(Ord. 1235 § 2 (Exh. B), 2005)

16.08.140 Planning commission.

“Planning commission” means the planning commission of the city.

(Ord. 1235 § 2 (Exh. B), 2005)

16.08.150 Preliminary plat.

“Preliminary plat” means a neat and approximate drawing of a proposed subdivision showing the general layout of streets and alleys, lots, blocks, and other elements of a subdivision consistent with the requirements of this chapter.

(Ord. 1235 § 2 (Exh. B), 2005)

16.08.160 Roadway.

“Roadway” means the portion of the street available and designated for vehicular traffic.

(Ord. 1235 § 2 (Exh. B), 2005)

16.08.165 Short plat.

“Short plat” means of a division of any tract or parcel of land into nine or fewer lots, tracts, parcels, sites or other divisions of land for the purpose, whether immediate or future, of transfer of ownership, sale or lease or for building development.

(Ord. 1235 § 2 (Exh. B), 2005)

16.08.170 Sidewalk.

“Sidewalk” means the portion of the street right-of-way or crosswalkway, paved with Portland cement concrete or other similar hard and durable surface approved by the city, intended for pedestrian use only.

(Ord. 1235 § 2 (Exh. B), 2005)

16.08.180 Street.

“Street” means a public right-of-way having the primary purpose of providing for vehicular and pedestrian access to adjacent properties.

(Ord. 1235 § 2 (Exh. B), 2005)

16.08.190 Street, access.

“Access street” means a street of considerable continuity, sometimes called a collector street, which serves or is intended to serve as a secondary traffic way and as a feeder between local residential access streets in a neighborhood and one or more arterials.

(Ord. 1235 § 2 (Exh. B), 2005)

16.08.200 Minor street, local residential access.

“Local residential access street” means a street of limited continuity which is intended to serve the local needs of a neighborhood by providing direct access to residential properties and by providing access between residential neighborhoods.

(Ord. 1235 § 2 (Exh. B), 2005)

16.08.210 Subdivision.

“Subdivision” means of a division of any tract or parcel of land into ten or more lots, tracts, parcels, sites or other divisions of land for the purpose, whether immediate or future, of transfer of ownership, sale or lease or for building development. The term includes resubdivision and replatting.

(Ord. 1235 § 2 (Exh. B), 2005)

16.08.220 City.

"City" means the city of Cle Elum.

(Ord. 1235 § 2 (Exh. B), 2005)

16.08.230 Yard.

"Yard" means the shortest distance between any point of the property line and the nearest building obstructions of a permanent nature including, without limitation, chimneys, decks or bay windows.

(Ord. 1235 § 2 (Exh. B), 2005)

16.08.240 Yard, front.

"Front yard" means an open unoccupied space on the same lot with a building located between the front line of the building (exclusive of steps) and the front property line.

(Ord. 1235 § 2 (Exh. B), 2005)

16.08.250 Yard, rear.

"Rear yard" means an open unoccupied space on the same lot with a building located between the rear line of the building (exclusive of steps, porches and accessory buildings) and the rear line of the lot including the full width of the lot to its side lot lines.

(Ord. 1235 § 2 (Exh. B), 2005)

16.08.260 Yard, side.

"Side yard" means an open unoccupied space on the same lot with a building between the sidewall of the building and the side lot line of the same lot extending from the front yard to the rear yard.

(Ord. 1235 § 2 (Exh. B), 2005)

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Chapter 16.12A
SUBDIVISIONS

Sections:

16.12A.010 Applicability.
16.12A.030 Preliminary plat.
16.12A.050 Preliminary plat approval criteria.
16.12A.060 Development standards.

16.12A.010 Applicability.

The procedural provisions of this chapter are applicable to every division or redivision of land into ten or more lots for sale, lease or transfer except for the following. An exemption from the subdivision process does not provide an exemption from zoning or development standards:

A. Cemeteries and other burial plots while used for that purpose;

B. Divisions made by testamentary provision, or the laws of descent;

C. Divisions of land into lots or tracts classified for industrial or commercial use when the city has approved a binding site plan for the use of the land in accordance with Chapter 16.46 of this code;

D. A division for the purpose of lease when no residential structure other than mobile home or travel trailers are permitted to be placed on the land when the city has approved a binding site plan for the use of the land in accordance with Chapter 16.46 of this code;

E. A division made for the purpose of alteration by adjusting boundary lines, between platted or unplatted lots or both, which does not create any additional lot tract, parcel, site or division nor create any lot, tract, parcel, site or division which contains insufficient area and dimension to meet minimum requirements for width and area for buildings sites; and

F. Division of land for lots or tracts as provided in Chapters 64.32 and 64.34 RCW.

(Ord. 1235 § 2 (Exh. B), 2005)

16.12A.030 Preliminary plat.

The preliminary plat shall contain the following information and meet the following requirements:

A. *Size and scale.* The map shall be drawn on paper that is eighteen inches by twenty-four inches. Scale shall be no greater than one inch by one hundred feet and in all cases shall be a standard drafting scale;

B. Name of subdivision, which shall not be the same or similar name of any other subdivision in the county;

C. Legal description;

D. Scale, date, north arrow;

E. Basis of bearings;

F. Boundary lines of the property including length and bearing lines;

G. The relationship of the subdivision to section and half-section lines and to any adjacent city boundary lines and monuments;

H. The location, widths, and names of streets or other public ways, easements, railroad and utility rights-of-way within or adjacent to the property plat;

I. The name and location of adjacent subdivisions and the location and layout of existing or proposed streets which are adjacent to or across contiguous right-of-way from the proposed development;

J. The location and dimension of proposed lots, tracts, reserve areas and any public dedications, and lot and block numbers;

K. The location, dimensions, and cross sections of all proposed streets;

L. A preliminary stormwater plan;

M. A preliminary utility plan;

N. A preliminary erosion control plan;

O. Proposed contours with intervals of five feet or less;

P. The names and addresses of the owner, developers and surveyor or engineer who designed the plat;

Q. Phasing plan, if phasing of the final plat is proposed;

R. Other information that may be necessary to determine compliance with city standards.

(Ord. 1235 § 2 (Exh. B), 2005)

16.12A.050 Preliminary plat approval criteria.

Prior to granting approval, the applicant shall demonstrate to the decision maker that:

A. The preliminary plat is in the public interest;

B. The subject preliminary plat is consistent with the comprehensive plan;

C. The preliminary plat shall conform to the applicable requirements of the zoning district in which it is located including but not limited to requirements for area, dimensions, use and density;

D. The preliminary plat conforms to the applicable standards in Chapter 18.01, Maintenance, Enhancement and Preservation of Critical Areas of this code;

E. For those preliminary plats located within a designated floodplain, conformance with the applicable requirements of CEMC Chapter 15.24;

F. The preliminary plat includes appropriate provisions for public, health, safety and welfare, for open spaces, drainage ways, streets or roads, alleys, other public ways including trails, transit stops, potable water, sanitary waste disposal, parks and recreation, playgrounds, schools, sidewalks and safe walking conditions for those students who will only walk to school;

G. The preliminary plat conforms or can conform to adopted standards for the construction of all public facilities including streets, sidewalks, stormwater control, sewer systems, water systems and street lighting;

H. Every proposed lot, tract or area in the preliminary plat has an approved access to a public right-of-way;

I. The proposed preliminary plat conforms to the established design requirements;

J. The proposed preliminary plat will not cause the level of service of public facilities or services to drop below established limits;

K. The proposed preliminary plat is consistent with any other applicable city regulations, and development or other agreements specific to the subject property.

(Ord. 1235 § 2 (Exh. B), 2005)

16.12A.060 Development standards.

A. *Design.* All subdivisions shall conform to the following design requirements:

1. *Blocks.* Blocks shall not exceed eight hundred feet in length nor less than three hundred feet on any single side, unless terrain or property boundaries prevent compliance with this standard;

2. *Arterial streets.* Blocks abutting an arterial street shall be designed to provide limited access from the arterial. Individual lots may not be accessed from an arterial street;

3. Property lines at street intersections shall be arcs having radii of at least twenty feet or shall be cords of such arc;

4. The shape and orientation of lots shall be appropriate to the location of the proposed subdivision and the type of development contemplated. Generally, lots should be rectangular in shape and side lot lines should be at approximately right angles to the street which they intersect;

5. Lots with frontages on a public street on both the front and rear lot lines, with the exception of corner lots and alleys, shall be avoided by appropriate subdivision design;

6. *Future subdivision.* If a tract is subdivided into larger parcels than ordinary building lots, such parcels shall be arranged to allow for logical future subdivision;

7. *Reserve strips.* There shall be no reservation of strips of land that prevent or limit access to land dedicated or intended to be dedicated to public use;

8. *Clearing.* A tree preservation and clearing plan shall be submitted for approval and large trees shall be preserved whenever possible by appropriate design and clearing shall not occur where prohibited by critical areas ordinances;

9. *Variances.* Variances to development standards are subject to the provisions of CEMC Section 14.30.190;

10. *Streets.* All lots shall abut on a dedicated and improved public street for at least twenty feet;

11. *Utilities.* City utilities (water and sewer) shall be installed and maintained at a minimum depth of not less than forty-eight inches below the street. All other utilities shall be installed underground and shall meet or exceed state and federal safety codes for installation;

12. *Secondary access required.* Subdivisions containing forty or more lots shall contain at least two ingress-egress routes which are interconnected. Subdivisions containing fewer than forty lots shall be subject to review of the egress routes. When determined necessary by the city public works director more than one egress route shall be required.

B. *Stormwater.* Each development shall be provided with a drainage system for the collection, control, and/or disposal of the surface water runoff consistent with the following requirements:

1. A stormwater drainage plan, prepared by an engineer licensed and registered in the state of Washington, shall be required for any new development that creates more than five thousand square feet of impervious surfaces;

2. Design calculations for peak flow and peak volume storage requirements shall be based on a design storm frequency of ten years. Design calculations for treatment shall be based on sixty-four percent of the two-year recurrence interval, twenty-four-hour storm runoff event;

3. The plan shall provide for the on-site treatment and detention/retention of all increased runoff based on the design storm over the predevelopment conditions;

4. Treatment standards shall be based on best management practices identified in the Washington State Department of Ecology's Stormwater Management Manual for Eastern Washington or an equivalent manual deemed acceptable by the city;

5. The overflow of runoff in excess of the design storm quantities must be situated or directed to locations to where it would have overflowed prior to development. Appropriate methods must be used to attenuate flows so that erosion or damage to downstream properties does not occur;

6. The drainage plan shall include all calculations for the determination of the required size of the system. Said calculations shall be based on the required criteria and upon an analysis of estimated runoff from areas contributing to the facilities. Peak flow analyses shall be done using the rational method. Storage volume quantities shall be calculated by the rational-stored rate method. The assumption for the outflow rate used in the stored rate method will need to be verified by the developer by actual field-testing in the case of infiltration systems. Collection systems shall be gravity pipe systems;

7. In calculating the amount of impervious surfaces, the area of roofs shall not be included if the roof drains to downspout or other systems that discharge directly to the ground and not onto paved or other impervious surfaces;

8. Treatment of runoff from sidewalks and detached bikeways is not required if the sidewalk or bikeway drains away from roadways so the stormwater does not mix with runoff from the roadway;

9. Stormwater facilities should be incorporated into on-site open spaces and preference will be given to those facilities that maintain a natural appearance.

C. *Streets.* All subdivisions shall be served by public streets meeting the following requirements:

1. Street layout shall be designed to efficiently serve the development. Where existing streets abut the development they shall be extended to serve the development. Streets shall be stubbed to serve future development on adjacent undeveloped parcels if development can be reasonably expected, where terrain and parcel configuration allow, streets should form a grid or modified grid pattern similar to the existing areas of the city;

2. *Cul-de-sacs.* Dead end streets or cul-de-sacs are not permitted unless terrain and parcel conditions result in greater impacts than connected streets. Where permitted, dead end streets shall be constructed with a turnaround located within the right-of-way or in a temporary easement. In no case shall a cul-de-sac exceed four hundred feet in length. Cul-de-sacs shall be located within a minimum right-of-way radius of fifty feet and shall have a minimum paved radius of forty-five feet;

3. *Alley.* Paved alleys with a minimum width of sixteen feet within a twenty feet of right-of-way shall be provided unless prohibited by physical limitations that are not caused by the proposed street layout or the design of the project;

4. Where a proposed development abuts a public street that is not improved with the required frontage improvements, the developer shall be responsible for making the remaining improvements to that street for the length of the proposed development;

5. Street grades shall conform in general to the natural terrain and shall not be less than one-half of one percent and generally not greater than eleven percent. Short sections of steeper grades are permitted where approved by the city engineer and will not result in hazardous traffic conditions;

6. Intersections of streets shall be made at ninety-degree angles unless terrain or other physical limitations not caused by the subdivision design or the developer require a different angle that will not result in a traffic hazard;

7. Curb radii shall not be less than ten feet;

8. The paved portion of the street shall be constructed to the following standards unless a geo-technical engineer can certify that another pavement section is suitable:

a. Two inches asphalt concrete pavement or Portland cement concrete,

b. Three inches crushed surfacing-top course (five-eighths to zero),

c. Four inches ballast (two and one-half inches to zero);

9. *Roadway and right-of-way widths.* Roadways shall be built to the following standards:

Design Requirement	Arterial	Access (Cul-de-sacs)	Local Residential Access (Cul-de-sacs)	Alley
Pavement width[1]	52'	36'	32'	16'
Right-of-way width	80'	60'	58'	20'
Travel lanes	2, 12' travel 1, 12' median or turn lane[2]	2, 10' travel	2, 10' travel	2, 8' travel
Parking lane width[3]	8' both sides	8' both sides	6' both sides	None
Sidewalks[4]	7' both sides, 12' in commercial areas	6' both sides, 12' in commercial areas	6' both sides	None
Curb and gutter	Yes	Yes	Yes	None
Bike lane	Optional, unless specified in comprehensive plan	None	None	None
Design speed	35	25	20	20
Cul-de-sac length		400' max.	400' max.	
Cul-de-sac right-of-way radius		50'	50'	

Design Requirement	Arterial	Access (Cul-de-sacs)	Local Residential Access (Cul-de-sacs)	Alley
Cul-de-sac paved radius		45'	45'	

Notes:

1 Measured curb face to curb face.

2 A turn lane shall only be provided where a traffic study indicates they are warranted to preserve safety or capacity.

3 On street parking is zero degrees (parallel to curb).

4 In residential areas, sidewalks shall be separated from the curb by a minimum four feet planting strip or filter strip.

10. Sidewalks shall be located in the right-of-way and must be constructed of Portland cement concrete. Curb ramps for physically handicapped persons shall be constructed at all intersections and other appropriate locations;

11. Vehicular access to single-family residential lots shall be limited to the alley unless otherwise approved through an alternative access plan as part of an approved subdivision by the city;

12. The standards for the construction of roads and all other construction within the publicly owned right-of-way, shall consist of the current published addition of the “Standard specifications for Road, Bridge and Municipal Construction” and “Standard plans for Road and Bridge Construction” as published by the Washington State Department of Transportation and the American Public Works Association.

D. The following public improvements are required for all land divisions. Improvements shall be made in accordance with adopted city standards or specifications established by the public works director:

1. Concrete curb, gutters and sidewalks;

2. Streets;

3. Sanitary sewers;

4. Water mains and hydrants. Fire protection facilities including hydrants and appurtenances shall be provided in accordance with the Uniform Fire Code;

5. Landscaping;

6. Concrete survey monuments.

E. *Maintenance and correction of improvements.* The applicant shall be responsible for:

1. Correcting any defect in materials and/or workmanship arising within two years following completion and acceptance of the improvements;

2. Protecting all improvements from loss or damage during construction, filling, grading, landscaping or other work within or adjacent to the subdivision;

3. If any repairs are required to public improvements resulting from the applicant's action, the two-year period shall be restarted for the improvement being repaired.

F. *Guarantee and Security.* The applicant shall secure a maintenance bond in favor of the city or shall provide an alternate security in a form acceptable to the city attorney to guarantee the successful operation of any required improvements for two years, and assuring the correction or repair of any defects in workmanship or material appearance within the two year period. The amount and conditions of the maintenance bond or other approved security shall be ten percent of the cost of construction of the improvements as estimated by the developer or actual costs.

G. *Protection of Existing Improvements.* The applicant shall be responsible to insure that existing improvements and city property are not damaged or rendered less useful or unsightly by the operations of the developer, those working at the direction of the developer or those constructing the development. This includes damage or nuisance to the property of the city, including, but not limited to, damage to existing streets, sidewalks, curbs and gutter by passage thereover of equipment or trucks or by excavation for any purpose, the spillage or tracing of earth, sand or rock onto existing streets, sidewalks, right-of-way or city property, the washing by stormwater of earth or sand onto city right-of-way or streets, curbs, gutters or stormwater systems, or damage to water mains, sanitary sewer, storm drains or culverts. The city may require the posting of a bond or other surety to cover the cost of clearing any debris and the repair of any damages. It shall be the sole cost of the developer to clean, fix, repair or replace any damaged improvements.

H. *Inspections.* The applicant is responsible for all costs associated with the inspection of all public improvements. Inspections and testing shall be completed as necessary to insure that public improvements are completed in conformance with the approved plans and adopted standards.

I. As-built drawings for all public improvements shall be completed by a licensed and registered engineer in the state of Washington and provided to the public works director on a mylar and in an electronic form as specified by the city public works director.

(Ord. 1235 § 2 (Exh. B), 2005)

Chapter 16.14
SHORT PLATS

Sections:

16.14.010 Applicability.

16.14.030 Application requirements.
16.14.040 Approval criteria.
16.14.050 Limitations on further division.

16.14.010 Applicability.

The provisions of this chapter are applicable to every division or redivision of land into nine or fewer lots for sale, lease or transfer except the following:

A. Cemeteries and other burial plots while used for that purpose;

B. Divisions made by testamentary provision, or the laws of descent;

C. Divisions of land into lots or tracts classified for industrial or commercial use when the city has approved a binding site plan for the used of the land in accordance with Chapter 16.46 of this code;

D. A division for the purpose of lease when no residential structure other than mobile home or travel trailers are permitted to be placed on the land when the city has approved a binding site plan for the use of the land in accordance with Chapter 16.46 of this code;

E. A division made for the purpose of alteration be adjusting boundary lines, between platted or unplatted lots or both, which does not create any additional lot tract, parcel, site or division nor create any lot, tract, parcel, site or division which contains insufficient area and dimension to meet minimum requirements for width and area for buildings sites; and

F. Division of land for lots or tracts as provided in Chapters 64.32 and 64.34 RCW.

(Ord. 1235 § 2 (Exh. B), 2005)

16.14.030 Application requirements.

A. An application for a short plat shall include the following information:

1. A short plat application form provided by the city planner completed and signed;

2. Five copies of a preliminary short plat map meeting the requirements of Section 16.12A.030 of this code and the development standards of Section 16.12A.060 of this code;

3. Names and addresses of all property owners within three hundred feet of the subject site or within three hundred feet of adjacent land owned by the applicant and not part of the subdivision;

4. The required fee pursuant to the city of Cle Elum fee schedule;

5. A SEPA checklist and required fee, if applicable;

6. A legal description of the subject property supplied by Kittitas County, a title company or surveyor licensed in the state of Washington, and a current county assessors map(s) showing the property(ies) subject to the application;

7. An existing conditions map consistent with CEMC Section 16.12A.020(B)(6);

8. A written narrative including information on how the proposed division meets the approval standards.

(Ord. 1235 § 2 (Exh. B), 2005)

16.14.040 Approval criteria.

The review authority shall approve a preliminary short plat if they find that the applicant has sustained the burden of proving that the application complies with the approval criteria in Section 16.12A.050 of this code, or that the application can comply with the criteria through the adoption of reasonable conditions of approval.

(Ord. 1235 § 2 (Exh. B), 2005)

16.14.050 Limitations on further division.

As provided in RCW 58.17.060, a lot that is created by short plat shall not be further divided by short platting for a period of five years, except that when the division contains less than four lots, further division may be made by short plat to create up to four total lots with the original short plat boundaries. Any further division shall be processed as a subdivision. However, any revision of the lot lines of an approved short subdivision in which the total number of lots is not increased, shall not be considered a further division and shall be approved or disapproved in the manner prescribed by Chapter 16.40 of this code.

(Ord. 1235 § 2 (Exh. B), 2005)

Chapter 16.30
FINAL PLATS

Sections:

16.30.010 Required.
16.30.020 Application requirements.
16.30.030 Survey and improvement standards.
16.30.040 Final plat procedures.

16.30.010 Required.

A final plat is required for all subdivisions and short plats to finalize the land division.

(Ord. 1235 § 2 (Exh. B), 2005)

16.30.020 Application requirements.

A. Applications for final plat approval shall be filed with the city of Cle Elum.

B. Applications for final plats shall include the necessary fee established by the city of Cle Elum fee schedule and the following information:

1. Name of the subdivision or short plat;

2. Date;

3. Acreage;

4. Number of lots;

5. Zoning designation;

6. Name, address, phone number and signature of the applicant and/or property owner;

7. The decision document from the city on the preliminary plat or short plat.

C. A mylar, a sepia and three paper copies of the final plat map shall be provided that includes the following:

1. Subdivision name which shall not be the same as any other subdivision in the county;

2. Legend;

3. Scale, including graphic scale, north arrow and basis of bearings;

4. Location, including one-quarter section, section, township, range, and, as applicable, donation land claim and/or subdivision;

5. Boundary survey;

6. Lot, block, and street right-of-way and centerline dimensions;

7. Street names (to be approved or determined by city);

8. Areas to be dedicated;

9. Surveyor’s certificate, stamp, date and signature;

10. Signature blocks for the following: city engineer, county auditor, mayor, county assessor, county health department and city planning director;

11. Private easements;

12. Utility easements;

13. Any required notes;

14. Other information necessary to show compliance with the preliminary plat such as restrictions on access.

D. A legal description of the boundary that has been certified by the land surveyor, with seal and signature as being accurate description of the lands actually surveyed shall be provided.

E. A plat certification, including any dedications, consistent with RCW 58.17.165 shall be submitted.

F. A certificate of title shall be provided.

G. Restrictions, notes, covenants, and/or binding agreements as required by code, preliminary approval or SEPA shall be provided.

H. A treasurer's certification shall be submitted.

(Ord. 1235 § 2 (Exh. B), 2005)

16.30.030 Survey and improvement standards.

A. Final plans, specifications, profiles for all required public improvements shall be provided in a manner acceptable to the public works director. Improvements shall conform to adopted city standards or other standards specified by the public works director. Plans shall be stamped and signed by a professional engineer licensed and registered in the state of Washington.

B. *Survey Certificate.* The survey and preparation of final plats shall be made by or under the supervision of a registered land surveyor who shall certify on the final plat that it is a true and accurate representation of the lands actually surveyed. The certification shall include that all required monuments have been set and that all lot corners have been staked on the ground consistent with the final plat. All surveys shall conform to standard practices and principles of land surveying as outlined in Chapter 58.09 RCW.

(Ord. 1235 § 2 (Exh. B), 2005)

16.30.040 Final plat procedures.

A. *Filing Period.* An application for final plat containing all of the required items shall be made within five years of the date of preliminary plat approval.

B. *Administrative Review.* The planning director shall review the proposed final plat for conformance with the preliminary plat approval by the city council. Upon approval, the director shall then forward the plans to the city engineer for review of the final plat and public improvement plans. Upon approval of the city engineer the director may authorize construction of the required improvements prior to final plat approval. Prior to filing the final plat for council action, the planning director shall make a determination that:

1. The final plat meets all approval requirements of the preliminary plat approval, this title, and state law;

2. The proposed final plat contains all of the necessary information;

3. A title insurance report confirms that the title of the land in the proposed subdivision is vested in the name of the owners having a title interest and whose signatures appear on the plat certificate;

4. The necessary public improvements have been installed consistent with the approved engineering plans and meeting of the city requirements and/or the developer has provided any required surety in a form acceptable to the city in an amount consistent with the required improvements.

C. *Bonding.* All required public improvements shall be made prior to final plat approval, unless a surety in an amount acceptable to the city is made. As provided by RCW 58.17.130, necessary improvements not completed prior to council approval of the final plat shall post a bond equal to one hundred fifty percent of the estimated cost of completion as approved by the city engineer. Improvements that may be bonded are limited to sidewalks, landscaping, street lighting and final pavement lifts.

D. *Council Action.* The council shall review the plat within thirty days of receiving an application and determine if the conditions of the preliminary plat approval have been met and that any required bonding is adequate to assure complete of the required improvements that have not been completed and accepted by the city.

E. *Certification and Recording.* Upon approval, the council shall certify its acceptance by authorizing the mayor to sign the plat. The director shall have the final plat recorded with county auditor.

(Ord. 1235 § 2 (Exh. B), 2005)

Chapter 16.40
BOUNDARY LINE ADJUSTMENTS

Sections:

16.40.010 Review required.
16.40.020 Application requirements.

16.40.040 Criteria.

16.40.010 Review required.

Boundary line adjustment shall not be made without review and approval consistent with this chapter.

(Ord. 1235 § 2 (Exh. B), 2005)

16.40.020 Application requirements.

Applications for boundary line adjustments shall submit the following information:

A. Written authorization from all property owners involved;

B. The assessors tax identification numbers of the parcels involved;

C. The existing legal descriptions of the parcels involved;

D. The existing dimensions and acreage of the parcels involved;

E. The proposed dimension and acreage of the parcels involved;

F. A copy of the assessors quarter section map clearly identifying the parcels subject to the application;

G. A survey or graphic representation of the proposed adjustment. A survey may be required at the discretion of the director if the proposed adjustment is complex;

H. The applicable fee as set forth by resolution of the city council.

(Ord. 1530 § 1, 2019; Ord. 1235 § 2 (Exh. B), 2005)

16.40.040 Criteria.

Boundary line adjustments shall be approved if the subject parcels are existing legal lots of record and the proposed adjustment is consistent with the minimum lot size requirements of the zoning ordinance. Existing nonconforming lots may be adjusted as long as the degree of nonconformity is not increased by the adjustment. Boundary line adjustment may not cause the violation of any ordinance standards such as setbacks, maximum lot coverage or density.

(Ord. 1235 § 2 (Exh. B), 2005)

Chapter 16.46
BINDING SITE PLANS

Sections:

16.46.010 Purpose.
16.46.020 Applicability.
16.46.030 Binding site plan.
16.46.050 Review procedures.
16.46.060 Approval criteria.
16.46.070 Approval periods.
16.46.080 Alteration or vacation of an approved binding site plan.

16.46.010 Purpose.

The purpose of this chapter is to provide an alternative method of land division for commercial and industrial properties and condominiums as provided in RCW 58.17.035. A binding site plan allows for the division of land for a specific use and a specific location through the approval of a site plan and the recording of a survey.

(Ord. 1235 § 2 (Exh. B), 2005)

16.46.020 Applicability.

This chapter is applicable to the development and division of lands for commercial or industrial use within the general commercial, downtown commercial, entryway commercial, industrial and public reserve district and the development of condominiums authorized by RCW Chapter 64.34.

(Ord. 1235 § 2 (Exh. B), 2005)

16.46.030 Binding site plan.

A binding site plan shall consist of an approved site plan that establishes the use and location of all structures and lands and a record of survey showing the location of all structures and divisions of land.

(Ord. 1235 § 2 (Exh. B), 2005)

16.46.050 Review procedures.

A. *Repealed.*

B. Binding site plan applications will be reviewed by the planning director who also shall make a determination on the binding site plan.

C. The survey and site plan shall become effective only upon recording with the Kittitas County auditor. The lots, tracts or parcels created through this process are legal lots of record provided they are consistent with recorded binding site plan.

(Ord. 1235 § 2 (Exh. B), 2005)

16.46.060 Approval criteria.

The review authority shall approve a binding site plan if they find that the applicant has sustained the burden of proving that the application complies with the approval criteria in Section 16.12A.050 of this code and other applicable criteria or approvals, or that the application can comply with the criteria through the adoption of reasonable conditions of approval.

(Ord. 1235 § 2 (Exh. B), 2005)

16.46.070 Approval periods.

If the improvements, structures and uses specified in the binding site plan are not constructed within five years of the recording of the site plan, the binding site plan shall expire and the division of land shall become null and void.

(Ord. 1235 § 2 (Exh. B), 2005)

16.46.080 Alteration or vacation of an approved binding site plan.

An alteration or vacation of a binding site plan shall be considered a Type I permit process. Alterations are permitted if they do not increase the number of lots originally permitted and are consistent with the criteria for approval. Vacations of all or part of a binding site plan are permitted.

(Ord. 1235 § 2 (Exh. B), 2005)

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The Cle Elum Municipal Code is current through Ordinance 1680, passed September 10, 2024.

Disclaimer: The city clerk's office has the official version of the Cle Elum Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited here.

City Website: cityofcleelum.com
City Telephone: (509) 674-2262

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