

TITLE 16: SUBDIVISIONS

16.01.010 Short title.

This title shall be known hereafter as the subdivision ordinance.

16.01.020 Scope.

This title establishes the procedure and criteria that the City will use in making a decision upon an application for a subdivision, short subdivision, or binding site plan.

16.01.030 Purpose and intent.

A. In addition to the purposes set forth in Chapter 58.17 Revised Code of Washington (RCW), the purpose of the subdivision ordinance is to regulate the subdivision of land and promote the public health, safety and general welfare in accordance with standards established by the state to prevent the overcrowding of land; to lessen congestion in the streets and highways; to promote effective use of land; to promote safe and convenient travel by the public on streets and highways; to provide for adequate light and air; to facilitate adequate provision of water, sewer, parks and recreation areas, sites for schools and other public requirements; to provide for proper ingress and egress; to provide for the expeditious review and approval of proposed subdivisions which conform to zoning standards and local plans and policies; to adequately provide for the housing and commercial needs of the citizens of the City; and to require uniform monumentation of land subdivisions and conveyance by accurate legal description of land within the incorporated limits of the City.

B. To prescribe procedures for the subdivision of land in accordance with officially adopted plans, policies, and standards, including the provisions of the Airway Heights Zoning Code and Comprehensive Land Use Plan;

C. To provide uniform standards and regulations for the division of land;

D. To promote effective use of land consistent with environmentally sensitive development practices;

E. To further the goals and development policies of the City's comprehensive plan.

F. Ensure adequate facilities are in place when property is subdivided and developed.

16.01.040 Administration.

The Director is designated and assigned the administrative responsibilities as set forth in this title. The Director may require the use of such forms and information necessary to carry out the provisions of this title.

16.01.050 Applicability.

These regulations shall govern the division of all land for the purpose of lease, sale or transfer into two or more lots, parcels or tracts, lot line adjustments, and lot consolidations within the corporate limits of the City.

16.01.060 Exemptions.

A. The provisions of this ordinance do not apply to the following:

1. Cemeteries and other burial plots while being used for that purpose;
2. Any division of land made by testamentary provisions, and the laws of descent;
3. Divisions of land into lots or tracts, each of which is five (5) acres or larger;
4. Any division of land resulting from a public dedication;
5. Any public purpose segregation;
6. 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 a building site.
7. A division for the purpose of leasing land for facilities providing personal wireless services while used for that purpose. "Personal wireless services" means any federally licensed personal wireless service. "Facilities" means unstaffed facilities that are used for the transmission or reception, or both, of wireless communication services including, but not necessarily limited to, antennae arrays, transmission cables, equipment shelters, and support structures.
8. A division of land into lots or tracts of less than 3 acres that is recorded in accordance with Chapter 58.09 RCW and is used or to be used for the purpose of establishing a site for construction and operation of a consumer-owned or investor-owned electric utility facility. For purposes of this subsection, "electric utility facility" means unstaffed facilities except for the presence of security personnel that are used for or in connection with or to facilitate the transmission, distribution, sale or furnishing of electricity including, but not limited to, electric power substations. This subsection does not exempt a division of land from the zoning and permitting laws and regulations of the City. Furthermore, this subsection only applies to electric utility facilities that will be placed into service to meet the electrical needs of a utility existing and new customers. "New customers" are defined as electric service locations not already in existence as of the date that electric utility facility subject to the provisions of this subsection are planned and constructed.

B. A certificate of exemption shall be issued by the Director for the above exemptions following a minimum review for conformance with adopted City regulations and ordinances. Complete certificate of exemption applications shall be processed by the Director and shall be approved or denied within five (5) working days following submittal of a complete application and payment of application fees.

- D. Certificates of exemption shall run with the parcel of land described in the certificate, not the owner.

16.01.070 Applications required.

An application is required for all actions administered by this title. An application shall be determined to be complete upon the submittal of all information required by this title and the payment of application fees.

16.01.080 Expiration of preliminary approval and extensions of time.

Approval of preliminary plats, short subdivisions, and binding site plans shall automatically expire five (5) years after preliminary approval is granted unless a time extension is approved by the Director.

A written request and any supporting data for time extension requests must be submitted to the Director at least thirty (30) days prior to the expiration of the preliminary plat, short subdivision, or binding site plan. The Director may approve an extension of time for a period of up to three (3) years, if:

- A. Unforeseen circumstances or conditions which are not the result of voluntary actions of the applicant necessitate the extension of the application; and
- B. Conditions in the immediate vicinity of the subject property have not changed substantially since the application was first approved; and
- C. An extension of the application will not cause substantial detriment to existing uses in the immediate vicinity of the subject property or to the community as a whole; and
- D. The applicant has demonstrated reasonable diligence in attempting to meet the time limit imposed.

16.01.090 Modifications.

A. Any request to modify a preliminary subdivision, preliminary short subdivision, or preliminary binding site plan that has received preliminary approval shall be submitted to the Director. There are three ways to modify an approved preliminary plat, preliminary short subdivision, or preliminary binding site plan: process as a new application, process as an administrative amendment, or qualify for an exception.

- B. General.

Except as provided in subsections C and D of this section, a modification of a previously approved preliminary plat, short plat or binding site plan is treated as a new application.

- C. Exception.

The following modifications of preliminary plat, short plat or binding site plan approval may be reviewed administratively and do not require further review:

1. Engineering detail unless the proposed detail modifies or eliminates features specifically required as an element of the preliminary approval;
2. Minor changes in lot lines or lot dimensions;
3. A decrease in the number of lots to be created or an increase of no more than five percent of the number of lots depicted on the preliminary plat, short plat or binding site plan.

D. Administrative Amendment.

1. Scope. A proposed amendment which the Director determines meets the criteria of this section will be processed as an administrative amendment unless the applicant has chosen to have the amendment reviewed as a new application.

2. Decision Criteria. The Director shall approve or approve with modifications a proposed amendment to an approved preliminary plat, short plat or binding site plan if:

- a. The amendment maintains the design intent or purpose of the original approval; and
- b. The amendment maintains the quality of design or product established by the original approval; and
- c. The amendment does not cause a significant environmental or land use impact on or beyond the site; and
- d. The amendment is not precluded by the provisions of the Airway Heights Municipal Code or by state law from being decided administratively; and
- e. Circumstances render it impractical, unfeasible or detrimental to the public interest to accomplish the subject condition or requirement of preliminary approval.

3. Conditions. The Director may include conditions as part of an approval or approval with modifications to ensure conformance with the decision criteria above.

4. Written Decision. The Director shall issue a written decision on the administrative amendment which contains the following:

- a. A description of the original preliminary plat approval and the proposed amendment; and
- b. An analysis of the proposed administrative amendment using the applicable decision criteria, including the facts upon which the decision and any conditions for the project are based; and

c. A statement that the administrative amendment is approved approved with modifications or denied subject to the provisions of this section.

16.01.100 Alterations of final plats.

A. When an individual desires to alter a final plat or portion thereof, that individual shall file an application with the Director. The application must include the signatures of a majority of the owners of the lots, tracts, parcels, sites in the division or portion to be altered and include a list of all owners within the subdivision.

B. Upon receipt of an application for an alteration, the Director shall provide notice of the application to all owners of property within the subdivision, to those owners of property within three hundred (300) feet of the portion of the proposed for alteration, and by publication in a newspaper of general circulation in the City. The notice shall either establish a date for a public hearing or provide that a hearing may be requested by a person receiving notice within fourteen (14) days of receipt of the notice. If the division is subject to restrictive covenants which were filed at the time of approval of the division, and the alteration would result in the violation of a covenant, the application shall contain an agreement signed by all parties subject to the covenants providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the alteration of the subdivision or portion thereof.

C. A public hearing is not required for the alteration of a final plat unless requested by a person receiving notice within fourteen (14) days of receipt of notice.

D. All applications for alteration shall be accompanied by a title report showing all persons and parties having an interest in the area subject to the alteration or portion thereof and subject to the covenants.

E. If any land within the alteration is part of an assessment district, any outstanding assessments must be equitably divided and levied against the remaining lots, parcels or tracts, or be levied equitably on the lots resulting from the alteration.

F. If any land within the alteration contains a dedication to the general use of persons residing within the division, such land may be altered or divided equitably between the adjacent properties as determined by the City Council.

G. The City Council shall determine the public use and interest in the proposed alteration and may deny or approve the application for alteration.

G. After approval, the applicant must produce a revised drawing of the approved alteration which, after signature of the City Council, must be filed with the County Auditor.

16.01.110 Phasing.

A. Any subdivision or binding site plan may be developed in phases or increments. Phasing of short plats is not permitted. A master phasing plan shall be submitted with the preliminary plat or binding site plan for approval by the Director. The phasing plan may be approved provided:

1. It includes all land identified in the legal description for the project;
 2. The phasing sequence is identified by a map;
 3. Each phase has reasonable public or private infrastructure to support the number of dwelling units or lots contained within that phase;
 4. The unfinalized portion meets the minimum lot size of the underlying zone for the proposed use; and
 5. The Director approves the necessary documents so that all road improvements required are assured for that phase.
- B. A phasing plan may be amended following preliminary approval. The amended phasing plan may be approved by the Director provided the above criteria are met.

16.01.120 Appeals.

Any decision made under this title may be appealed by filing an appeal pursuant to AHMC Chapter 14.06.

16.01.130 Enforcement.

Any person, firm, corporation or association, or agent of any person, firm, corporation or association who violates any provision of this title shall be guilty of a gross misdemeanor and each sale, offer for sale, lease or transfer of each separate lot, tract, or parcel of land in violation of any provision of this title or any local regulation adopted pursuant thereto, shall be deemed a separate and distinct offense.

16.01.140 Ownership/successorship.

Once preliminary and/or final plats, short plats, or binding site plans are approved or filed with the County Auditor, all persons and parties, their successors, heirs or assigns, shall be bound by the conditions, dedications and inscriptions attending the plat, short plat, or binding site plan.

16.01.150 Regulation governing under conflict.

Where this title imposes greater restrictions or higher standards upon the development of land than other laws, ordinances or restrictive covenants, the provisions of the stricter title shall prevail.

16.01.160 Vacations.

Plat vacations shall be processed in accordance with the provisions of RCW 58.17.212.

16.01.170 Vesting status.

A. A proposed subdivisions, short subdivisions and binding site plans, shall be considered under the subdivision, short subdivision or binding site plan ordinance, and zoning or other land use control ordinances in effect on the land at the time a fully completed application for preliminary approval of the subdivision, short plat or binding site plan has been submitted to the Director.

- B. The requirements for a fully completed application shall be as defined by this title.
- C. The limitations imposed by this section shall not restrict conditions imposed under Chapter 43.21C of the Revised Code of Washington.

16.01.180 Severability.

If any provisions of this title or its application to any person or circumstance are held invalid, the remainder of this title, or the application of the provision to other persons or circumstances shall not be affected.

16.02.010 General.

For the purpose of this title, certain words and terms are defined. When consistent with the context, words used in the present tense shall include the future; the singular term shall indicate the plural; and the plural the singular; the word “shall” is always mandatory and the word “may” denotes a use of discretion. If the definition of a word in the ordinance can not be found, other City regulations, zoning or development regulations will apply.

16.02.020 Definitions.

Alley - a strip of land providing vehicular and pedestrian access to the rear and/or side of properties which abut and have access to a road.

Alteration – the modification of a previously recorded plat or short plat, or any portion thereof, the addition of new lots or more land, deletion of existing lots or the removal of plat or lot restrictions or dedications.

Applicant – any individual or entity who applies for any approval under this chapter.

Auditor – Spokane County Auditor

Arterial (minor) - a roadway providing movement along significant corridors of traffic-flow. Traffic volumes, speeds, and trip lengths are high, although usually not as great as those associated with principal or major arterials.

Arterial (principal or major) - a roadway providing movement along major corridors of traffic-flow. Traffic volumes, speeds, and trip lengths are high, usually greater than those associated with minor arterials.

Binding site plan - a drawing to scale which: (a) identifies and shows the areas and locations of all streets, roads, improvements, utilities, open spaces, critical areas, parking areas, landscaped areas, surveyed topography, water bodies, drainage features and any other matters specified in this chapter; (b) contains inscriptions or attachments setting forth such appropriate limitations and conditions for the use of the land as are established by the Director; and (c) contains provisions making any development be in conformity with the site plan.

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

Bond - a satisfactory security to insure performance and/or warranty.

Boundary line adjustment - adjusting the boundary line 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 areas for a building site.

Building setback - the minimum distance a building may be located from any property line as determined by the Airway Heights Zoning Code (Title 17 AHMC).

Certificate of exemption - a document issued by the Director, which formally exempts a division of land from full compliance with certain state and local land development laws and regulations as identified in the exemption provisions of this title.

Certificate of title - a title report prepared by a title company for the property contained in a proposed subdivision, short subdivision, or binding site plan, to include, as a minimum, all owners of record, easements, and encumbrances effecting said property.

City council – the City Council of the City of Airway Heights, Washington

City Manager – the manager of all City departments including police, fire, public works, finance and community development.

Collector street - a roadway providing service which is of relative moderate traffic volume and moderate operating speeds. Collector roads collect and distribute traffic between local roads and arterials.

Commercial uses - activities within land areas that are predominately connected to the sale, rental, and distribution of products or performance of services.

Comprehensive plan – the plan adopted by the City pursuant to RCW 36.70A.

Covenants and restrictions - written standards prepared by private individuals or corporations, in which the City has no authority, that are in addition to the existing standards imposed by the City.

Critical areas - includes the following area and ecosystems; (a) wetlands; (b) areas with a critical recharging effect on aquifers used for potable water; (c) fish and wildlife habitat conservation areas; (d) frequently flooded areas; and (e) geologically hazardous areas.

Dedication - the deliberate conveyance of land by its owner for general and public uses. The intention to dedicate shall be evidenced by filing a plat showing a dedication and then the acceptance by the public shown through the approval of the filing by the governmental unit.

Director- the person identified by the City as the head of any division or department devoted to the current or long range planning activities of the City or his designee. In the absence of any such designation, the public works director shall serve in this capacity.

Easement – an agreement by a property owner to allow specific people or the public to use land for a specific purpose or purposes (i.e. maintain water/sewer systems or phone lines on lands).

Engineer - a civil engineer licensed by the State of Washington.

Final plat - is the final drawing of the subdivision and dedication prepared for filing for record with the Auditor and containing all elements and requirements set forth in this title and in local regulations adopted under this title.

Improvement - any structure or work constructed including but not necessarily limited to roads, alleys, storm drainage systems and ditches and dikes, sanitary sewage facilities or main lines, storm drainage containment facilities, and all other subgrade utility services such as phone, gas, and water.

Industrial uses - the activities predominately connected with manufacturing, assembly, processing, or storage of products.

Land surveyor - any person who is registered with the State of Washington as a licensed land surveyor.

Local road - a roadway providing service which is of relatively low traffic volume, short average trip length, or minimal through traffic movements.

Lot - 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.

Minimum improvements - those improvements and/or bonding required by Chapter [16.08](#) AHMC as a condition for filing the final plat, final short plat, or final binding site plan.

Owner(s) - any person, partnership, corporation, association, incorporated organization, trust, or any other legal commercial entity having sufficient proprietary interest to seek development of land.

Ownership interest - having property rights as a fee owner, contract purchaser, mortgagee, or deed of trust beneficiary or grantor.

Party of record - a person who has provided written comments regarding a development proposal during the comment period for preliminary plats, short plats, or binding site plan proposals.

Phasing – a plan that guarantees project improvements including the timing for construction and proposed methods to occur with all subsequent project phases.

Planning commission - that commission established by the City Council as provided in Chapter 44, Laws of 1935, as thereafter amended, for the state of Washington.

Plat - a map or representation of a subdivision, showing thereon the division of a tract or parcel of land into lots, blocks, streets and alleys or the divisions and dedications.

Preliminary approval - the official favorable action taken on the proposed subdivision, short subdivision or binding site plan.

Preliminary plat - 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 title. The preliminary plat shall be the basis for the approval or disapproval of the general layout of a subdivision.

Public highways - the free and public roads, ways, alleys, and streets which every person has the right to use and shall include community arterials, neighborhood streets and residential streets, some of which may or may not be portions of the primary or secondary highway system of the state of Washington.

Public purpose segregation - a division made for the purpose of creating a portion of property to be deeded to the county, the City, or any taxing district, governmental body, utility company, or non profit community organization or foundation (whose articles or bylaws allow it to hold land for public use and benefit) for a designated use provided the remaining portion of property has sufficient lot area and dimensions, and meets all other criteria to comply with the applicable City regulations, for the intended purpose of segregation. Public purpose segregations may include deeded paths, trails, and rights-of-way for public access purposes; if a deeded path, trail, or right-of-way traverses a parcel, such path shall be considered an exception to the underlying parcel and shall not be considered a division of the underlying parcel nor subtract from the parcel size for density purposes.

Public works director – the person responsible for managing the public works department to include transportation, water, sewer systems and park facilities.

Short plat - the map or representation of a short subdivision.

Short subdivision - the division or redivision of land into four or fewer lots, tracts, parcels, sites or divisions, any one of which is less than five acres in size, for the purpose, whether immediate or future, of transfer of ownership, or for building developments.

Sidewalk – all hard surfaced (concrete) walkways located between the curb or developed edge of the public highway and the adjacent property.

State Environmental Policy Act (SEPA) - as defined by chapter 43.21C RCW as it now exists or is hereafter amended.

Street (road), public - a public thoroughfare which has been dedicated or deeded to the public to be used for street purposes and which has been improved, established, and is maintained by the City or for which reasonable assurances have been provided to the City to guarantee the street will be improved to City standards. Also included in this definition are county roads, state highways, and other state-controlled roadways.

Street (road), private - a recorded easement for ingress and egress or a platted street designated as a private thoroughfare for access of abutting property but for which the City assumes no responsibility or ownership or maintenance.

Subdivision - the division or redivision of land into five or more lots, tracts, parcels, sites or divisions, any one of which is less than five acres in size, for the purpose, of sale, lease or transfer of ownership; except as may be exempt under this title.

Tax statement – A certificate from the Spokane County treasurer indicating that all taxes and assessments on said property included in the final plat, short plat or binding site plan have been paid according to the provisions of RCW 58.08.030 and 58.08.040, as amended.

Title Notice - a written notice attached to the title of a parcel or land by the City with a recording of said notice with Auditor for the purpose of notifying the property owner or future property owner of particular circumstances related to said parcel such as a warning statement(s), limitation(s), restriction(s) or other.

Zoning/Zoning code - AHMC Title 17.

16.03.010 General provisions.

The purpose of this chapter is to provide a process to divide land into five or more lots, tracts, parcels, sites, or divisions, where at least one lot is less than five (5) acres in size.

16.03.020 Applications.

A. Any person seeking to divide or redivide land situated within the City into five or more lots, where at least one lot is less than five (5) acres in size, for the purpose of sale, lease, or transfer of ownership, unless exempt under this title, shall submit an application to the Director.

B. Prior to filing an application with the City, the applicant is encouraged to attend an informal pre-application meeting to discuss, in general terms, the proposed development, City design standards, design alternatives, environmental review process, and required permits and approval process.

C. A formal pre-application meeting is required in accordance with Chapter 14.03 of the AHMC.

D. A complete preliminary plat application shall consist of the following:

1. Application form and supplementary forms;

2. A minimum of six (6) copies of the preliminary plat map, prepared in accordance with this chapter;
3. SEPA Environmental Checklist;
4. Application fees; and
5. Any other information deemed necessary by the Director.

16.03.030 General requirements.

A. The preliminary plat, containing all the information specified in this chapter, shall be prepared and stamped by a registered land surveyor of the State of Washington.

B. All mapped information shall be prepared in a neat and legible manner in pencil or ink, on high grade twenty-four (24) by thirty-six (36) inch paper, and at a horizontal scale of 1"=50' or 1"=100' and be the same for each sheet. If approved by the Director, an appropriate scale may be used which does not exceed 1"=200.' A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of two (2) inches on the left side and one-half (1/2) inch on the remaining sides.

C. A vicinity sketch at a scale of not more than 1"=400' shall accompany the preliminary plat. The vicinity sketch shall show all adjacent subdivisions, streets and tract lines and bordering lines of adjacent parcels. It shall show how the streets and alleys in the proposed subdivision may connect with existing and proposed streets and alleys in neighboring subdivisions or unplatted property.

D. The design of plats shall conform to the requirements of all applicable City plans and standards and any official control relating to land use which has been adopted to implement the Airway Heights Comprehensive Plan. In addition:

1. The design, shape, size, and orientation of the lots should be appropriate for the uses for which the divisions are intended, and the character of the area in which they are located.
2. Block dimensions should reflect due regard to the needs of convenient access, public safety, emergency vehicle access, topography, road maintenance, and the provision of suitable sites for land uses planned.
3. Road alignments should be designed with appropriate consideration for existing and planned roads, anticipated traffic patterns, topographic and drainage conditions, public safety, and the proposed use of the land so divided.
4. Where lots of one (1) acre or more in size are created, the Director may require an arrangement of the lots and roads such as to permit a subsequent redivision in conformity with roads or plans adopted by the City.

5. Lots should not be divided by the boundary of the City, zoning designations, or public right-of-way.

16.03.040 Specific requirements.

The preliminary plat shall include the following features and information:

A. Present and proposed tract designations or subdivision names, names and addresses of property owners, notations indicating size, scale, north arrow, location of site by section, township, and range, certification of registered land surveyor, and date of preparation.

B. Map requirements.

1. Boundary lines and dimensions of all proposed lots or tracts;
2. Existing and proposed easements and rights-of-way, including location, width, and purpose;
3. Streets and alleys on and adjacent to the site including name, location, and right-of-way widths;
4. Existing and proposed utilities on and adjacent to the site;
5. Ground elevations, with twenty (20) foot contours if land slope is regular. More detailed mapping may be requested for uneven land or slopes exceeding ten percent (10%);
6. Proposed lot and block numbers;
7. Legal description, certified by a registered land surveyor;
8. Phasing plan, if applicable.
9. Existing zoning classifications on and adjacent to the site;
10. Approximate location of existing buildings, septic tanks, drainfields, wells, or other improvements and indication of whether such structures are proposed to remain on-site;
11. Approximate location of all natural features such as wooded areas, streams, or drainageways;
12. Minimum building setback lines;
13. Sites, if any, to be reserved, dedicated, or offered for sale for parks, playgrounds, or other public uses.

16.03.050 Preliminary Plat Approval process.

A. Applications for preliminary plats shall be processed in accordance with Title 14 of the AHMC, which includes requirements for public notice and public hearing.

B. The Director or designee shall review all reports, recommendations and comments received and make a written report concerning the proposed subdivision, which includes the following:

1. Whether appropriate provisions are made for, among others, the public health, safety and general welfare, community facilities, open spaces, drainage ways, access streets, alleys, other public ways, transit stops, water supplies, sanitary waste disposal, utilities, parks and recreation, playgrounds, schools and school grounds, and shall consider all other relevant facts, including sidewalks and other planning features to assure safe walking conditions for students who only walk to and from school; and whether the public interest will be served by the subdivision.

2. The appropriateness of the plat considering the physical characteristics of the site.

3. Whether the proposed subdivision is consistent with applicable zoning ordinances and other land use controls that may exist.

16.04.010 Submittal and approval process.

A. The final plat shall be prepared in accordance with the provisions of this title.

B. The final plat shall be approved by the City Council within thirty (30) days of the date of submitting such final plat to the City per RCW 58.17.140. If approval is withheld, the copy of the final plat, together with a list of required modifications, prepared in accordance with the provisions of this title, shall be returned to the applicant. The City shall retain a duplicate set of required modifications for its files.

16.04.020 General requirements.

A. Six (6) copies of the final plat shall be submitted to the Director for review and approval.

B. A Tax Statement from the Spokane County Treasurer shall be submitted which is no more than 60 days old indicating that all taxes and assessments against the final plat have been paid.

C. A Certificate of Title shall be submitted with the final plat. The certificate must have an effective date no more than 60 days prior to the recording of a final plat, binding site plan or other final development approval and be signed by a title officer.

D. The final plat shall incorporate all conditions of approval imposed and shall be prepared and certified by a registered land surveyor.

E. The final plat submittal shall include the following:

1. The final plat, containing all the information specified in this chapter, shall be prepared in a neat and legible manner in drawing ink and be permanently reproducible.
2. All documents, maps, and survey notes shall contain the name of the subdivision, the name(s) of the applicant(s), and the name of the registered land surveyor.
3. The size of the final plat shall be twenty-four (24) inches by thirty-six (36) inches, and the final plat shall be recorded on two (2) or more sheets if the scale necessary to accommodate the map on one sheet would unduly congest the drawing. Each sheet shall contain the final plat file number; the section, township and range; and the number of the individual sheet and the total number of sheets in the set.

16.04.030 Specific requirements.

- A. The final plat shall clearly show the following information:
 1. The boundary lines and names of all public and private streets, parks, playgrounds, and easements intended to be dedicated for public use, or granted for use of inhabitants of the subdivision;
 2. The boundary lines and names of all public and private, existing or platted, parks, playgrounds, and easements adjacent to the final plat, subdivision or dedication, including municipal boundaries, township lines, and section lines;
 3. The lengths and bearings of all straight lines, curve radii, arcs and semi-tangents of all curves;
 4. The size of each lot and all dimensions along the boundary lines of each lot, with the true bearings and also any other data necessary for the location of any lot lines in the field;
 5. Suitable primary control points, approved by the Public Works Director, or descriptions and ties to such control points, to which all dimensions, angles, bearings and similar data given on the plat shall be referred;
 6. The location of all permanent monuments;
 7. The names of all subdivisions immediately adjacent thereof;
 8. The date, true north point, scale, datum plane and date of survey;
 9. All linear dimensions shall be given in feet and decimals of a foot to the nearest hundredth (100th).

10. The scale of the final plat shall be a minimum of 1"=100' unless another scale is approved by the Director.

11. If the plat constitutes a replat, the lots, blocks, streets, etc., of the original plat shall be shown by dotted lines in their proper positions in relation to the new arrangement of the plat, the new plat being so clearly shown in solid lines as to avoid any ambiguity.

12. The boundary of the tract, with courses and distances marked thereon, as determined by a field survey made by a registered and qualified land surveyor of the State of Washington and to close with an error of not more than one (1) foot in four thousand (4,000) feet;

13. The elevations of all corners on the boundaries of the subdivided tract, as required by Section 16.03.050B AHMC, and shall be similarly referenced;

14. Street names and addresses;

15. Certification by licensed land surveyor the final plat was surveyed and prepared his/her supervision, that the final plat is a true and correct representation of the subject property, and that permanent control monuments have been established at each and every controlling corner of each parcel of land being created;

16. A notarized certification by the owner(s) shall be provided dedicating streets, other areas intended for public use, granting of easements for utilities, and responsibility for maintenance of private roads and common areas.

18. All signatures affixed to a final plat shall be original signatures written in permanent black ink. The following signatures are required on the final plat:

- a. Owner
- b. Mayor
- c. Director
- d. City Engineer
- e. Spokane County Treasurer
- f. Spokane County Auditor
- g. Spokane Regional Health District, if on-site sewage disposal is utilized

16.04.040 Dedication, acknowledgment and endorsement.

The legal description of the plat, licensed surveyor and owner certifications, and required signature blocks shall appear on the final plat, lettered in ink either by hand or mechanical device, in accordance with the format provided by the City.

16.04.050 Filing.

Following approval of the final plat by the City, the applicant shall file the original reproducible final plat with the Auditor. The Director shall be notified of such filing by the applicant within five (5) days of filing the final plat with Auditor.

16.05.010 General provisions.

- A. The purpose of this chapter is to provide a process to divide land into four or fewer lots, tracts, parcels, sites, or divisions, one of which is less than five (5) acres in size.
- B. The Director shall have the authority for summary approval of short plats and short subdivisions, or revision thereof pursuant to RCW 58.17.060. This summary approval shall apply to coordinating review, approval, approval with conditions, or disapproval of short plats and short subdivisions.

16.05.020 Applications.

- A. Any person seeking to divide or redivide land situated within the incorporated limits of the City into four or fewer lots, one of which is less than five (5) acres in size, for the purpose of sale, lease, or transfer of ownership, unless exempt under this title, shall submit an application for approval to the Director.
- B. Prior to filing an application with the City, the applicant is encouraged to attend an informal pre-application meeting to discuss, in general terms, the proposed development, City design standards, design alternatives, environmental review process, and required permits and approval process.
- C. A formal pre-application meeting is required in accordance with Chapter 14.03 of the AHMC.
- D. A complete preliminary short plat application shall consist of the following:
 - 1. Application form and supplementary forms;
 - 2. A minimum of six (6) copies of the preliminary short plat map, prepared in accordance this title.
 - 3. SEPA Environmental Checklist, if applicable;
 - 4. Application fees; and
 - 5. Any information deemed necessary by the Director.

16.05.030 General requirements.

A. The preliminary short plat, containing all the information specified in this chapter, shall be prepared by or under the direction of a licensed land surveyor.

B. The preliminary short plat shall be prepared in a neat and legible manner in pencil or ink, on high grade eighteen (18) by twenty-four (24) inch paper, and at a horizontal scale of 1"=50' or 1"=100' and be the same for each sheet. If approved by the Director, an appropriate scale may be used which does not exceed 1"=200'. A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of two (2) inches on the left side and one-half (1/2) inch on the remaining sides.

C. A vicinity sketch at a scale of not more than 1"=400' shall accompany the preliminary short plat. The vicinity sketch shall show all adjacent subdivisions, streets and tract lines and bordering lines of adjacent parcels. It shall show how the streets and alleys in the proposed short subdivision may connect with existing and proposed streets and alleys in neighboring subdivisions or unplatted property to produce an advantageous development of the entire neighborhood.

D. The design of short plats shall conform to the requirements of all applicable City plans and standards and any official control relating to land use which has been adopted to implement the Airway Heights Comprehensive Plan. In addition:

1. The design, shape, size, and orientation of the lots should be appropriate for the uses for which the divisions are intended, and the character of the area in which they are located.

2. Block dimensions should reflect due regard to the needs of convenient access, public safety, emergency vehicle access, topography, road maintenance, and the provision of suitable sites for land uses planned.

3. Road alignments should be designed with appropriate consideration for existing and planned roads, anticipated traffic patterns, topographic and drainage conditions, public safety, and the proposed use of the land so divided.

4. Where lots of one (1) acre or more in size are created, the Director may require an arrangement of the lots and roads such as to permit a subsequent redivision in conformity with roads or plans adopted by the City.

4. Lots should not be divided by the boundary of the City, zoning designations, or public right-of-way.

16.05.040 Specific requirements.

The preliminary short plat shall include the following features and information:

A. Map requirements.

1. Boundary lines and dimensions of all proposed lots or tracts;

2. Existing and proposed easements and rights-of-way, including location, width, and purpose;
3. Streets and alleys on and adjacent to the site, including name, location, and right-of-way widths;
4. Existing and proposed utilities on and adjacent to the site;
5. Proposed lot and block numbers;
6. Legal description, certified by a registered land surveyor.
7. Existing zoning classifications on and adjacent to the site;
8. Approximate location of existing buildings, septic tanks, drainfields, wells, or other improvements and indication of whether such structures are proposed to remain on-site;
9. Approximate location of all natural features such as wooded areas, streams, or drainage ways;
10. Minimum building setback lines;
11. Sites, if any, to be reserved, dedicated, or offered for sale for parks, playgrounds, or other public uses.

16.05.050 Preliminary approval process.

A. Applications for preliminary short plats shall be processed in accordance with Chapter 14.03 of the AHMC. Administrative approval of preliminary short plats by the Director shall require public notice to property owners in accordance with Title 14 of the AHMC, but do not require a public hearing unless appealed in accordance with Chapter 14 of the AHMC.

B. The Director shall review all reports, recommendations and comments received and enter written findings and a decision concerning the proposed short subdivision, which includes the following:

1. Whether appropriate provisions are made for, among others, the public health, safety and general welfare, community facilities, open spaces, drainage ways, access streets, alleys, other public ways, transit stops, water supplies, sanitary waste disposal, utilities, parks and recreation, playgrounds, schools and school grounds, and shall consider all other relevant facts, including sidewalks and other planning features to assure safe walking conditions for students who only walk to and from school; and whether the public interest will be served by the subdivision.

2. The appropriateness of the short plat considering the physical characteristics of the site. A short subdivision may be disapproved or conditioned because of flood, inundation or swamp conditions, slopes or other physical characteristics detrimental to the proper development.

3. Whether the proposed short subdivision is consistent with applicable zoning ordinance or other land use controls which may exist.

C. Applications for preliminary short subdivisions shall be approved, approved with conditions, or denied within thirty (30) calendar days of the issuance of a letter of application completeness. The Director shall either: (1) approve the short subdivision with or without conditions; (2) return the short subdivision application to the applicant for corrections or for additional information; or (3) disapprove the preliminary short subdivision.

D. The Director shall convey findings and actions on the short plat by written letter to the applicant.

D. The decision of the Director is final unless an appeal is made under Title 14 of the AHMC.

16.05.060 Final short plat submittal and approval process.

A. The final short plat shall be prepared in accordance with the provisions of this Chapter. Six (6) copies of the final short plat shall be submitted to the Director.

B. The Director shall determine if the final short plat complies with the conditions of approval and applicable City Standards. The Director shall provide written approval on the final short plat within thirty (30) days of the date of submitting to the City, or return to the applicant for modification or correction, unless the applicant in the meantime shall have filed written consent for a longer period within which the Director is to act thereon. If approval is withheld, the original copy of the final short plat, together with a list of required modifications, prepared in accordance with the provisions of this title, shall be returned to the applicant. The Director shall retain a duplicate set of required modifications for his files.

C. Following approval of the final short plat by the Director, he or she shall indicate said approval by signing the original and all copies, provided the applicant furnishes the following:

1. Tax Statement. A certificate from the Spokane County treasurer no more than 60 days old indicating that all taxes and assessments on the short plat have been paid according to the provisions of RCW 58.08.030 and 58.08.040.

2. Certificate of Title. The certificate must have an effective date no more than 60 days prior to the recording of a final plat, binding site plan or other final development approval and be signed by a title officer.

16.05.070 General final short plat requirements.

A. The final short plat shall incorporate all conditions of approval imposed by the City and shall be prepared and certified by a registered land surveyor.

B. The final short plat shall be submitted to the Director and conform to the following:

1. The final short plat, containing all the information specified in this chapter, shall be prepared in a neat and legible manner in drawing ink and be permanently reproducible.

2. All documents, maps, and survey notes shall contain the name of the short subdivision, the name(s) of the applicant (s), and the name of the registered land surveyor.

3. The trimmed size of the final short plat shall be eighteen (18) inches by twenty-four (24) inches, and the final short plat shall be recorded on two (2) or more sheets if the scale necessary to accommodate the map on one sheet would unduly congest the drawing. Each sheet shall contain the final short plat file number; the section, township and range; and the number of the individual sheet and the total number of sheets in the set.

16.05.080 Specific final short plat requirements.

A. All linear dimensions shall be given in feet and decimals of a foot to the nearest hundredth (100th).

B. The scale of the final short plat shall be a minimum of one hundred (100) feet to the inch.

C. The final short plat shall be accompanied by other sheets showing all utility grades, and based on a datum plane approved by the Public Works Director.

D. The final short plat shall clearly show the following information:

1. The boundary lines and names of all public and private streets, parks, playgrounds, and easements intended to be dedicated for public use, or granted for use of inhabitants of the subdivision;

2. The boundary lines and name of all public and private, existing or platted, streets, parks, playgrounds, and easements adjacent to the final short plat, subdivision or dedication, including municipal boundaries, township lines, and section lines;

3. The lengths and bearings of all straight lines, curve radii, arcs and semi-tangents of all curves;

4. The size of each lot and all dimensions along the boundary lines of each lot, with the true bearings and also any other data necessary for the location of any lot lines in the field;

5. Suitable primary control points, approved by the Public Works Director, or descriptions and ties to such control points, to which all dimensions, angles, bearings and similar data given on the short plat shall be referred;
6. The location of all permanent monuments;
7. The names of all subdivisions immediately adjacent thereof;
8. The date, true north point, scale, datum plane and date of survey;
9. The boundary of the tract, with courses and distances marked thereon, as determined by a field survey made by a registered land surveyor and to close with an error of not more than one (1) foot in four thousand (4,000) feet;
10. The elevations of all corners on the boundaries of the subdivided tract;
11. Street names and addresses;
12. Certification by licensed land surveyor the final short plat was surveyed and prepared by him or under his/her supervision, that the final short plat is a true and correct representation of the subject property, and that permanent control monuments have been established at each and every controlling corner of each parcel of land being created;
13. A notarized certification by the owner(s) shall be provided dedicating streets, other areas intended for public use, granting of easements for utilities, and responsibility for maintenance of private roads and common areas.
14. All signatures affixed to a final short plat shall be original signatures written in permanent black ink. The following signatures are required on the final short plat:
 - a. Owner
 - b. Director.
 - c. City Engineer.
 - d. Spokane County treasurer.
 - e. Spokane County Auditor.
 - f. Spokane Regional Health District, if on-site sewage systems are utilized
14. If the short plat constitutes a replat, the lots, blocks, streets, etc., of the original plat shall be shown by dotted lines in their proper positions in

relation to the new arrangement of the plat, the new plat being so clearly shown in solid lines as to avoid any ambiguity.

16.05.090 Replats Restricted

Land in short subdivisions may not be further divided in any manner within a period of five (5) years without the filing of a final plat, except when the short plat contains fewer than four (4) parcels, nothing in this section shall prevent the owner who filed the short plat from filing an alteration within the five-year period to create up to a total of four (4) lots within the original short plat boundaries.

16.05.100 Dedication, acknowledgment and endorsement.

The legal description of the short plat, licensed surveyor and owner certifications, and required signature blocks shall appear on the final short plat, lettered in ink either by hand or mechanical device, in accordance with the format provided by the City.

16.05.110 Recording of final short plats.

Following approval of the final short plat by the Director and all required signatures, the applicant shall record the original reproducible final short plat with the County Auditor. The Director shall be notified of such filing by the applicant within five (5) days.

16.06.010 General provisions.

A. The purpose of this chapter is to:

1. Establish an expedited way to divide land for sale, lease or transfer of ownership for commercial and industrial zoned property consistent with RCW 58.17.020(7) and 58.17.035, as amended, while providing an accurate record of the divisions and requiring future improvements;

2. Provide a process designating lots to be created; however, such designation is to be liberally construed in order that lots may be modified without resubmittal of an application, as long as the project is consistent with required zoning and other development standards;

3. Provide for public and private improvements when development or sale of commercial or industrial lots requires such improvements.

B. All lots, parcels or tracts created through the binding site plan process shall be legal lots of record.

16.06.020 Applications.

A. Any person seeking to divide or redivide commercial or industrial zoned property for the purpose of sale, lease, or transfer of ownership, unless exempt under this Title, shall submit an application for approval to the Director.

B. Prior to filing an application with the City, the applicant is encouraged to attend an informal pre-application meeting to discuss, in general terms, the proposed development, City

design standards, design alternatives, environmental review process, and required permits and approval process.

C. A formal pre-application meeting is required in accordance with Chapter 14.03 of the AHMC.

D. A complete preliminary binding site plan application shall consist of the following:

1. Application form;
2. A minimum of six (6) copies of the preliminary binding site plan, prepared in accordance with this chapter.
3. SEPA Environmental Checklist, if required;
4. Application fees; and
4. Any other information the Director deems necessary.

16.06.030 General requirements.

A. The Director may waive any required information for preliminary and final binding site plans if the information is either (1) recorded or recorded by reference with the County Auditor; or (2) is available in the official file.

B. The preliminary binding site plan, containing all the information specified in this chapter, shall be prepared by a licensed land surveyor.

C. All mapped information shall be prepared in a neat and legible manner in pencil or ink, on high grade twenty-four (24) by thirty-six (36) inch paper, and at a horizontal scale of 1"=50' or 1"=100' and be the same for each sheet. If approved by the Director, an appropriate scale may be used which does not exceed 1"=200'. A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of two (2) inches on the left side and one-half (1/2) inch on the remaining sides.

D. A vicinity sketch at a scale of not more than 1"=400' shall accompany the preliminary binding site plan. The vicinity sketch shall show all adjacent subdivisions, streets and tract lines and bordering lines of adjacent parcels. It shall show how the streets and alleys in the proposed binding site plan may connect with existing and proposed streets and alleys in neighboring subdivisions or unplatted property to produce an advantageous development of the entire neighborhood.

E. The design of binding site plans shall conform to the requirements of all applicable City plans and standards and any official control relating to land use which has been adopted to implement the Airway Heights Comprehensive Plan. In addition:

1. The design, shape, size, and orientation of the lots should be appropriate for the uses for which the divisions are intended, and the character of the area in which they are located.

2. Block dimensions should reflect due regard to the needs of convenient access, public safety, emergency vehicle access, topography, road maintenance, and the provision of suitable sites for land uses planned.

3. Road alignments should be designed with appropriate consideration for existing and planned roads, anticipated traffic patterns, topographic and drainage conditions, public safety, and the proposed use of the land so divided.

5. Lots should not be divided by the boundary of the City, zoning designations, or public right-of-way.

16.06.040 Specific requirements.

The preliminary binding site plan shall include the following features and information on one or more maps or drawings:

A. Proof of ownership. Present and proposed tract designations or binding site plan names, names and addresses of property owners, notations indicating size, scale, north arrow, location of site by section, township, and range, and date of preparation.

B. Map requirements.

1. Boundary lines and dimensions of all proposed lots or tracts;
2. Existing and proposed easements and rights-of-way location, width and purpose;
3. Streets and alleys on and adjacent to the site, including name, location, and right-of-way widths;
4. Existing and proposed utilities on and adjacent to the site;
5. Proposed lot and block numbers;
6. Legal description, certified by a registered land surveyor;
7. Phasing plan, if applicable.
8. Zoning and Land Uses.
9. Existing zoning classifications on and adjacent to the site;

10. Approximate location of existing buildings, septic tanks, drain fields, wells, or other improvements and indication of whether such structures are proposed to remain on-site;

11. Approximate location of all natural features such as wooded areas, streams, or drainage ways;

12. Sites, if any, to be reserved, dedicated, or offered for sale for parks, playgrounds, or other public uses.

16.06.050 Preliminary approval process.

A. Applications for preliminary binding site plans shall be processed in accordance with Title 14 of the AHMC.

B. The Director shall review all reports, recommendations and comments received and adopt written findings and a decision concerning the proposed binding site plan, which includes the following:

1. The appropriateness of the binding site plan considering the physical characteristics of the site. A binding site plan may be disapproved or conditioned because of flood, inundation or swamp conditions, slopes or other physical characteristics detrimental to the proper development.

C. The Director shall make a formal written finding of fact that the proposed binding site plan is in conformity with any applicable zoning ordinance or other land use controls which may exist.

D. Applications for preliminary binding site plans shall be approved, approved with conditions, or denied within thirty (30) calendar days of the issuance of a letter of application completeness. The Director shall either: (1) approve the binding site plan with or without conditions; or (2) return the binding site plan application to the applicant for corrections or for additional information; or (3) disapprove the preliminary binding site plan.

E. The Director shall convey findings and actions on the binding site plan by written letter to the applicant and those persons who submitted comments on the proposed preliminary binding site plan.

E. The decision of the Director is final unless an appeal is made in accordance with Title 14.

16.06.060 Final binding site plan preparation.

On receipt of the certification regarding minimum improvements and/or bonding required in Chapter 16.08 of the AHMC, the Director shall advise the applicant to prepare a final binding site plan. Final binding site plans shall be recorded only for those phases or portions of the area contained in the preliminary binding site plan in which minimum improvements have been installed or concerning which a performance bond has been posted.

16.06.070 Final binding site plan submittal and approval process.

A. The final binding site plan shall be prepared in accordance with the provisions of this chapter. Nine (9) copies of the final binding site plan shall be submitted to the Director. A title report and tax statement covering the final binding site plan shall be submitted before final approval.

B. The Director shall determine if the binding site plan complies with the conditions of approval. The Director and City Engineer shall execute written approval which shall be suitably inscribed on the final binding site plan within thirty (30) days of the date of submitting such binding site plan to the City, or returned to the applicant for modification or correction, unless the applicant in the meantime shall have filed written consent for a longer period within which the Director is to act thereon. If approval is withheld, the original copy of the final binding site plan, together with a list of required modifications, prepared in accordance with the provisions of this chapter, shall be returned to the applicant. The Director shall retain a duplicate set.

C. A final binding site plan may include all of the lots being created or it may consist of the boundary of the binding site plan. If no lots are being created at the time of filing the final binding site plan, the creation of any lots shall be made by a record of survey under the provisions of Section 16.06.100 of this chapter.

16.06.080 General final binding site plan requirements.

A. The final binding site plan shall incorporate all conditions of approval imposed by the City and shall be prepared and certified by a registered land surveyor.

B. The map of the final binding site plan shall be submitted to the Director in the form herewith prescribed:

1. The final binding site plan, containing all the information specified in this chapter, shall be prepared in a neat and legible manner in drawing ink and be permanently reproducible.

2. All documents, maps, and survey notes shall contain the name of the binding site plan, the name(s) of the applicant (s), and the name of the registered land surveyor responsible to the applicant (s).

3. The trimmed size of the final binding site plan shall be twenty-four (24) inches by thirty-six (36) inches, and the final binding site plan shall be recorded on two (2) or more sheets if the scale necessary to accommodate the map on one sheet would unduly congest the drawing. Each sheet shall contain the final binding site plan file number; the section, township and range; and the number of the individual sheet and the total number of sheets in the set.

16.06.090 Specific final binding site plan requirements.

- A. The final binding site plan shall clearly show the following information:
1. The boundary lines and names of all public and private streets, parks, playgrounds, and easements intended to be dedicated for public use;
 2. The boundary lines and name of all public and private, existing or platted, streets, parks, playgrounds, and easements adjacent to the final binding site plan, including municipal boundaries, township lines, and section lines;
 3. The lengths and bearings of all straight lines, curve radii, arcs and semi-tangents of all curves;
 4. The size of each lot and all dimensions along the boundary lines of each lot, with the true bearings and also any other data necessary for the location of any lot lines in the field;
 5. Suitable primary control points, approved by the City Engineer or Public Works Director, or descriptions and ties to such control points, to which all dimensions, angles, bearings and similar data given on the binding site plan shall be referred;
 6. The location of all permanent monuments;
 7. The names of all subdivisions immediately adjacent thereof;
 8. The date, true north point, scale, datum plane and date of survey;
 9. The boundary of the tract, with courses and distances marked thereon, as determined by a field survey made by a registered land surveyor and to close with an error of not more than one (1) foot in four thousand (4,000) feet;
 10. The elevations of all corners on the boundaries of the subdivided tract, as required by this title and shall be similarly referenced;
 11. Street names and addresses;
 12. Certification by licensed land surveyor the final binding site plan was surveyed and prepared by him or under his/her supervision, that the binding site plan is a true and correct representation of the subject property, and that permanent control monuments have been established at each and every controlling corner of each parcel of land being created;
 13. A notarized certification by the owner(s) shall be provided dedicating streets, other areas intended for public use, granting of easements for utilities, and responsibility for maintenance of private roads and common areas.

14. All signatures affixed to a final short plat shall be original signatures written in permanent black ink. The following signatures are required on the final binding site plan:

- a. Owner
- b. Director.
- c. City Engineer.
- d. Spokane County Treasurer.
- e. Spokane County Auditor.
- f. Spokane Regional Health District, if on-site sewage disposal is utilized

15. All linear dimensions shall be given in feet and decimals of a foot to the nearest hundredth (100th).

16. The scale of the final binding site plan shall be a minimum of one hundred (100) feet to the inch.

17. If the binding site plan constitutes a replat, the lots, blocks, streets, etc., of the original platted areas shall be shown by dotted lines in their proper positions in relation to the new arrangement of the binding site plan, the new binding site plan being so clearly shown in solid lines as to avoid any ambiguity.

B. The final binding site plan shall be accompanied by other sheets showing all utility grades, and based on a datum plane approved by the Public Works Director.

16.06.100 Record of survey.

A record of survey may be filed subsequent to the recording of a final binding site plan to establish lots within the boundaries of the final binding site plan. The record of survey shall be reviewed and approved, usually within twenty days, by the Director prior to its recordation. The following information shall be provided on the record of survey.

1. The survey shall be of a size required by the County Auditor. If more than one sheet is required, each sheet shall show sheet numbers for the total sheets.

2. The binding site plan file number shall be referenced.

3. The scale shall be fifty or one hundred feet to the inch. If approved by the director, an appropriate scale may be used which does not exceed 1"=200', provided a 1"=400' reduced copy is provided.

4. A distinct wide boundary line shall delineate the boundary of the lot(s) being created. The boundary of the binding site plan shall be indicated and any lot(s) that have been created by filing of the final binding site plan and/or record of survey.

5. Each lot shall be numbered consecutively, and the size of each lot shall be indicated on the record of survey.

6. The location and widths of streets, alleys, rights-of-way, and easements within the binding site plan and those existing immediately adjacent to the lot being created shall be shown.

7. Street names shall be shown.

8. Street addresses of each lot shall be shown.

9. Restrictions required as conditions of preliminary approval shall be shown.

10. Appropriate utility easements shall be shown.

11. Certification of the licensed professional land surveyor.

12. The following signatures are required on the record of survey:

(A) Director;

(B) Property owner.

13. Illustrate any existing buildings located on the lot which is being created.

16.06.110 Dedication, acknowledgment and endorsement.

The legal description of the binding site plan or Record of Survey, licensed surveyor and owner certifications, and required signature blocks shall appear on the final binding site plan or Record of Survey, lettered in ink either by hand or mechanical device, in accordance with the format provided by the City.

16.06.120 Recording of final binding site plans.

Following approval of the final binding site plan or Record of Survey by the Director, the applicant shall record the original reproducible final binding site plan or Record of Survey with the Auditor. The Director shall be notified of such filing by the applicant within five (5) days of recording.

16.07.010 Street block layout.

A. Street layout shall conform to the most advantageous development of adjoining areas, and the entire neighborhood, and the following:

1. Continuity of appropriate streets and arterials and extensions thereof;
2. Streets generally following contour lines;
3. Streets intersecting at right angles or as nearly as possible;
4. No street offsets at intersections;
5. The number of intersecting streets with major arterials of all classes shall be as approved by the City Engineer;
6. Spacing between adjacent street intersections shall be in accordance with the Airway Heights Public Works Standards.
7. Nothing less than full width streets, except for streets along the boundary of the plat required to provide right-of-way for streets and arterials designated by the official comprehensive plan or portions thereof;
8. Alleys in both business districts and residential areas shall be a minimum of twenty (20) feet wide;
9. Utility easements a minimum of ten (10) feet wide may be permitted in lieu of alleys in residential areas; however, alleys are required if water, sewer, and/or utility lines are in or proposed to be installed at rear of lots.
10. Typically blocks shall have sufficient width to provide for two (2) tiers of residential lots.
11. The length of blocks shall not exceed one thousand three hundred twenty feet (1,320);
12. In any block exceeding six hundred sixty (660) feet in length, crosswalks or pedestrian ways shall be required when essential to provide circulation or access to schools, playgrounds, shopping centers, etc. The right-of-way width of such crosswalks or pedestrian ways shall be a minimum of ten (10) feet wide, except as provided in may be provided by this title;
13. Other than corner lots, lots having frontage on two (2) streets should be avoided wherever possible.

16.07.020 Street right-of-way requirements.

All streets shall meet the Airway Heights Public Works Standards.

16.07.030 Street/Sewer Plans

Street and sewer plans shall be submitted during the final plat, short plat and binding site plan process that are prepared in accordance with the Airway Heights Public Works Standards,

including:

A. The profiles of all street centerlines to the vertical scale of ten (10) feet to the inch, and horizontal scale of one hundred (100) feet to the inch, prepared in accordance with applicable engineering practices;

B. Sewer and water profiles to the same scale and on the same sheet as street profiles and the plan of all sewer and/or water lines, including "T" s" and "Y" s", and other intersections on a separate sheet, prepared in accordance with applicable engineering practices;

16.07.040 Procedure and authority for granting design standard deviations.

A. Any applicant can make application to the Public Works Director consistent with sound engineering principles for a deviation or modification of any provision of this chapter due to preexisting, topographic, or other physical conditions characteristic of the land included in the preliminary plat, subdivision, short subdivision, binding site plan, or dedication. The Public Works Director may opt to take the deviation application to the predevelopment committee. The application shall include any and all details necessary to support the requested modification. The Public Works Director shall prepare a written decision on each such request for a deviation or modification, providing the Public Works Director ascertains all of the facts regarding the request; which shall include a complete engineering statement prepared by the Public Works Director in reference to the request; provided the application and request are received concurrently with the preliminary plat, subdivision, short subdivision, binding site plan, or dedication; and provided the hearing held thereon shall be open to the public and notice of such hearing included with the notice prescribed in Chapter 14.03 of the AHMC.

B. The decision of the Public Works Director is final unless an appeal is made in writing within ten (10) calendar days after the date of the decision of the Public Works Director, in accordance with Chapter 14.06 AHMC.

16.08.010 Methods.

All subdivision applications must meet the Public Works Standards Manual and meet the approvals listed in Section 14.03.050. Prior to final plat approval, the applicant shall complete minimum improvements in accordance with the provisions of this chapter by one of the following methods:

A. By furnishing the City with a performance bond, satisfactory to the City Attorney, in which assurance is given the City that the installation of the minimum improvements will be carried out as provided in this chapter and other City ordinances, and according to the specifications of the City Engineer, within three (3) years from the date the final plat, final short plat, or final binding site plan is filed for record with the Spokane County Auditor;

1. The City Council may grant a one (1) year extension beyond the required three (3) years if the subdivider or applicant furnishes an extension to the performance bond, satisfactory to the City Attorney.

B. By actual installation of improvements in accordance with the provisions of this chapter and in accordance with the installation requirements and under the supervision of the City Engineer;

C. By combination of these methods.

16.08.020 Notice of method.

The applicant shall give written notice of the method he elects to carry out minimum improvements to the Director.

16.08.030 Inspection.

The applicant should call for inspections throughout the life of the project and, additionally, after completing all minimum improvements.. After finding that all improvements have been completed in accordance with the installation standards, the Public Works Director shall notify the Director and indicate the method of inspection.

16.08.040 Preparation of standards.

The City Engineer shall prepare minimum installation materials, design and construction standards appropriate to the locality, topography, soil conditions and geology of the area in which the proposed plat, subdivision, short plat, binding site plan, or dedication is to be developed and improved. Said standards shall be made available to the applicant, or his surveyors, as soon as practicable, after approval of the preliminary plat by the Planning Commission and the City Council.

The minimum improvements shall include those set forth in Chapter 16.07.

16.08.050 Grading, surfacing and draining.

All streets, alleys, and lots encompassed in the plat, short plat, or binding site plan shall meet the following minimum requirements:

A. Streets shall meet the minimum right-of-way specifications as outlined in this title.

B. Streets shall be improved in accordance with this title and specifications contained in the Airway Heights Public Works Standards;

1. Minimum compacted thickness of crushed rock laid full width of roadway shall comply with the specifications contained within the Airway Heights Public Works Standards;

2. Application of asphaltic concrete shall comply with the specifications determined by the City engineer and contained within the Airway Heights Public Works Standards;

C. If any temporary cul-de-sacs or dead-end streets are included in the preliminary plat, short plat, or binding site plan, they must be improved in accordance with this title to the type of street it will eventually be and join;

D. If any alleys are included in the preliminary plat, short plat, or binding site plan, they must be improved by grading, ballasting, and application of a bituminous surface treatment according to the standards and specifications of the City engineer and the Airway Heights Public Works Standards. All improvements shall be made to a width of twenty (20) feet;

E. The City Engineer must approve established grade;

F. Storm sewer lines shall be installed in accordance with the specifications and requirements of the City Engineer and the Airway Heights Public Works Standards;

G. All water, sanitary sewer, storm sewer, gas, electrical, telephone and other underground utilities involving streets or alleys shall be installed and stubbed to property lines of each lot before final grading of the sub grade of each street or alley;

H. Where required by adjoining terrain, side or cross drainage facilities shall be installed to the specifications of the City Engineer and the Airway Heights Public Works Standards;

H. All lots shall be rough graded in conformity with a subdivision slope-control map to be furnished by the developer and approved by the City engineer.

16.08.060 Drains.

Metal or concrete pipe drains across roads where required by the City engineer and roadside ditches sufficient to carry normal runoff, irrigation wastewater, or floodwaters characteristic to the area included in the proposed plat, subdivision, short plat, binding site plan, or dedication.

16.08.070 Culverts or trestles.

All culverts or trestles over waterways, draws or gulches, when over four (4) feet in height, shall conform to the City engineer's specifications and shall be provided with guardrails. Where streets or roads of the subdivision connect to or intersect existing roadways, there shall be installed drains of metal or concrete pipe of not less than twelve (12) inches in diameter.

16.08.080 Monuments.

Monuments shall be placed at all street intersections, boundary angle points, points of curves in streets, and at such intermediate points as required by the City engineer. The monuments shall be concrete filled iron pipe weighing at least fifty (50) pounds, capped with standard markers furnished by the City Engineer. Street monuments shall be set between six (6) inches and one (1) foot below official furnished street grades and in paved streets shall be enclosed in standard monument case.

16.08.090 Water mains.

The applicant shall install all water and sewer lines and connect the same with nearest City lines of adequate capacity as indicated in overall City plan, and certified by the City Engineer. The applicant shall provide fire hydrants, valves, and other fittings in connection

therewith as required by the City Engineer. Services for all water and sewer to each lot shall be constructed to and stubbed at the property line.

Water mains to be connected into the City system must comply with City ordinances. In no case shall the diameter of the water main be less than six (6) inches.

16.08.100 Sewer lines.

Sewer lines shall be tied in to the City sewer system and must comply with City ordinances. A detailed plan profile of the proposed sewer system showing pipe diameter, pipe location, grade, and manhole location shall be submitted and approved by the City Engineer before the final plat, short plat, or binding site plan is submitted.

16.08.110 Curbs and sidewalks.

Concrete curbs and sidewalks shall be installed in accordance with the specifications contained in the Airway Heights Public Works Standards.

16.08.120 Approval by City Engineer.

When the applicant installs pavement, curbs, sidewalks, storm sewers, water supply lines, electrical utilities, and other improvements, all such improvements shall be carried out according to the general design and installation standards approved by the City Engineer.

16.08.130 As-built plans.

Two (2) copies of "as-built" plans of all utilities shall be filed with the City within ten (10) days after completion of the utility installation.

16.08.140 Public Works Standards.

All subdivision applications must meet minimum Public Works Standards per the Public Works Standards Manual and receive approval from the Public Works Director.

16.08.150 Street right-of-way requirements.

A. The minimum right-of-way and curb-to-curb pavement widths, minimum sidewalk widths, and maximum grades of all rights-of-way, public highways, public and private roads, streets, and alleys shall be determined by the most recently adopted by the PWSM. Direct access to every lot shall be provided by a public or private road, or a private driveway easement.

B. Dead-end streets shall terminate in a circular turn around.

C. Easements for utilities shall be provided along road or side lot lines and shall conform to the widths specified in the Public Works Standards Manual.

D. Local access street intersections in residential areas shall have property line corners rounded by an arc. The corner radius for all other street intersections shall be in accordance with the Airway Heights Public Works Standards.

E. Street pavement centerlines shall coincide with the right-of-way centerlines.

F. A minimum right-of-way width and a minimum curb-to-curb pavement shall be constructed for residential subdivision streets, except as allowed above for private roads.

F. Storm water management and drainage control shall be provided in accordance with the Airway Heights Public Works Standards.

16.08.160 Procedure and authority for granting design standard deviations

A. Any applicant may apply to the Director for a deviation or modification of any provision of this chapter due to preexisting, topographic or other physical conditions characteristic of the land included in the preliminary plat, subdivision, short subdivision, binding site plan or dedication. The application shall include any and all details necessary to support the requested modification. The Director shall prepare a written decision on each such request for a deviation or modification; provided the application and request are received concurrently with the preliminary plat, subdivision, short subdivision, binding site plan or dedication; and provided the hearing held thereon shall be open to the public and notice of such hearing included.

B. The decision of the City Council is final unless an appeal is made in writing within ten (10) calendar days after the date of the decision of the City Council, in accordance with Chapter 14.06 AHMC.