



Administrative Subdivision Permit

When Required. An administrative subdivision is required for the division of land into between 10 and 24 lots, for the purpose of sale, lease, or transfer of ownership, unless a public hearing is requested pursuant to RCW [58.17.095\(1\)](#).

Apply for this permit online [here](#). When entering your application information under Administrative Permits choose the following:

Permit type: Administrative Subdivision

Required Documents

The documents listed below are the minimum necessary to proceed with the application process.

- A map of the proposed subdivision drawn upon one or more sheets with a maximum size of 18 inches by 24 inches; these sheets shall show specifically and clearly the guidelines found in our additional information section of specific permits (link below).
- Site plan drawing or drawings at a scale of not less than one inch for each 50 feet
- Mailing labels for all property owners within 300 ft of the site
- Potential requirements
 - Pocket gopher report
 - Critical areas report
 - Trip generation report (if generating over 25 new pm peak hour trips)
 - Architectural renderings showing building façades
 - Preliminary stormwater report
 - Wetland delineation (if wetlands are on the property)
 - SEPA checklist
- Additional information on required documents can be found [here](#)

For assistance with electronic plan submittals, refer to requirements for electronic plans (hyperlink)

Fees and Timelines

\$750

6-8 weeks (If more information is required, more time may be needed)