

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, RELATED TO ADOPTION OF THE 2021 ENGINEERING DESIGN AND DEVELOPMENT STANDARDS; AND AMENDING CHAPTER 17.12, SECTIONS 12.02.020, 17.24.010, 17.24.020, 17.32.050, 17.32.140, 17.36.030, 17.36.120, AND SUBSECTION 18.02.180(O) OF THE OLYMPIA MUNICIPAL CODE

WHEREAS, the City annually reviews and updates the *Olympia Engineering Design and Development Standards* (EDDS) to address changes in regulations or standards, improve consistency with the Olympia Comprehensive Plan, and to add clarity; and

WHEREAS, the Olympia Municipal Code (OMC) is amended simultaneously to update related code provisions for consistency with changes to the EDDS; and

WHEREAS, the Land Use and Environment Committee reviewed the proposed amendments to the EDDS and OMC (the Proposed Amendments) on February 18, 2021, and June 17, 2021; and

WHEREAS, a public hearing was held on August 10, 2021, to consider the Proposed amendments; and

WHEREAS, the Proposed Amendments were sent to the Washington State Department of Commerce Growth Management Services with the Notice of Intent to Adopt Development Regulation Amendments as required by RCW 36.70A.106, and no comments were received from state agencies during the comment period; and

WHEREAS, the City of Olympia Responsible Official under the State Environmental Policy Act (SEPA), determined the Proposed Amendments to be categorically exempt under SEPA, pursuant to 197-11-800(19)(b) of the Washington Administrative Code; and

WHEREAS, the Proposed Amendments are consistent with the Olympia Comprehensive Plan and will continue to move the City toward its goal of providing sustainable infrastructure; and

WHEREAS, Chapters 35A.63 and 36.70A RCW and Article 11, Section 11 of the Washington State Constitution authorize and permit the City to adopt this Ordinance;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL ORDAINS AS FOLLOWS:

Section 1. Amendment of OMC 12.02.020. Olympia Municipal Code Subsection 12.02.020 is hereby amended to read as follows:

12.02.020 Engineering design and development standards

There is hereby adopted by reference "~~2018~~2021 Engineering Design and Development Standards," one (1) copy of which shall be kept on file in the office of the City Clerk and the Olympia Public Works Department. These standards shall be considered a part of this ordinance as though fully set forth herein.

Section 2. Amendment of OMC 17.12. Olympia Municipal Code Chapter 17.12 is hereby amended to read as follows:

Chapter 17.12 DEFINITIONS

17.12.000 Chapter Contents

Sections:

[17.12.010](#) Definitions.

~~[17.12.115](#) Department.~~

17.12.010 Definitions

For the purpose of this title, certain words and terms are defined in this chapter. When consistent with the context, words used in the present tense shall include the future; the singular term shall include the plural; and the plural, the singular; the word "shall" is always mandatory and the word "may" denotes a use of discretion.

- A. "Applicant" means any individual or entity who applies for preliminary plat, short plat, large lot subdivision or binding site plan approval under this title.
- B. "Auditor" means the auditor of Thurston County, Washington.
- C. "Binding site plan" means a drawing made and approved in accordance with the provisions of subdivisions D, E and G of Section 17.04.040 of this title which contains inscriptions and attachments setting forth such appropriate limitations and conditions for the use of the land as are established by the city, and which contains provisions requiring any development to be in conformance with the site plan.
- D. "Buildable lot" means a lot meeting all of the requirements of size, shape, frontage, sanitation, etc., contained in this title and other ordinances of the city for any specific type of development.
- E. "Boundary line adjustment" means an alteration of a division of land by adjustment of boundary lines, between platted or unplatted lots or parcels or both, which does not create an additional lot, tract, parcel, building site, or division nor creates any lot, tract, parcel, building site, or division which contains insufficient area or dimension to meet the minimum requirements for width or area for a building site. Boundary line adjustments include lot consolidations wherein boundary lines are removed.
- F. "City council" means the mayor and council members of the city.
- G. "Comprehensive plan" means a plan adopted by the City Council as a guide to the physical growth and improvement of the city, including modifications or refinements which may be made from time to time. Said plan may include the following elements: land use, transportation, transit, public services and facilities, housing, community development, and additional subjects relating to the physical development of the city.
- H. "County" means the county of Thurston, state of Washington.
- I. "Date of filing" means the date that a complete and accurate application for preliminary plat, short plat, large lot plat or final plat approval is filed with the city.
- J. "Declaration of short subdivision" means a document signed by all persons having any real interest in the land being subdivided and acknowledged before a notary that they signed the same as their free act and deed, and containing, as a minimum, the following elements:
 - 1. A legal description of the tract being divided;
 - 2. An illustrative map;

3. Any restrictive covenants;
4. A title report or plat certificate;
5. Any special conditions of short subdivision approval (e.g., frontage improvements requirements).

K. "Dedication" means the deliberate appropriation of land by an owner for any general and public uses, reserving to that owner no other rights than such as are compatible with the full exercise and enjoyment of the public uses to which the property has been devoted. The intention to dedicate shall be evidenced by the owner by the presentment for filing of a final plat, short plat or binding site plan showing the dedication thereon; and the acceptance by the public shall be evidenced by the approval of such plat or plan for filing by the appropriate governmental unit.

L. "Department" ~~The~~ means the City of Olympia Community Planning and Development Department.

M. "Development" means the development of land as proposed and/or described in any application for development permit approval submitted to the city.

N. "Development permit" means any land use permit which must be approved by the city prior to the development of land. Development permits shall include preliminary plats, short plats, binding site plans, large lot subdivisions and final plats.

O. "Director" means the Director of the City of Olympia Community Planning and Development Department, and the Director's designees.

P. "Easement" means a right granted by a property owner to specifically named parties or to the general public for the use of certain areas or strips of land for particular purposes. Where appropriate to the context, easement may also refer to the land covered by the rights granted. This may include pedestrian paths, bicycle paths, utility easements, drainage, open space, etc.

Q. "Final Approval" means the final official action taken by the City Council, Hearing Examiner, or planner on the proposed subdivision, short subdivision, binding site plan, large lot subdivision or dedication, or portion thereof.

R. "Final plat" means the final drawing of the subdivision and dedication prepared for filing for record with the county auditor and containing all elements and requirements set forth in RCW Chapter 58.17 and in this title adopted pursuant thereto.

S. "Flooding" means the inundation of an area of land that is not usually under water.

T. "Hearing examiner" means the land use Hearing Examiner for the city.

U. "Improvements" means and includes, but is not limited to, streets and roads complying with the development standards and specifications adopted by the city; public utility and pedestrian facilities; streetlights; landscape features; bridge structures; storm drainage facilities; and traffic control devices as are required to be installed as a part of subdivision, short subdivision, large lot subdivision or binding site plan approval.

V. "Large lot subdivision" means the division of land into lots or tracts, each of which is 1/128 of a section of land or larger, or 5 acres or larger, if the land is not capable of description as a fraction of a section of land. For purposes of computing the size of any lot under this section which borders on a street, the lot size shall be expanded to include that area which would be bounded by the centerline of the street and the side lot lines of the lot running perpendicular to such centerline.

W. "Lot" means a fractional part of subdivided or site planned land having fixed boundaries, being of sufficient area and dimensions to meet minimum zoning requirements for width and area. The term shall include tracts or parcels.

X. "Mean sea level datum" means the published mean sea level datum established by the U. S. Coast and Geodetic Survey (now National Geodetic Survey) and the benchmarks referenced to this datum established by the ~~city~~ City Public Works Department.

~~Y. "Olympia coordinate system" means the horizontal ground scale coordinate system referenced to the Washington Coordinate System as established by the city Public Works Department.~~

~~ZY.~~ "Person" means every person, firm, partnership, association, social organization, corporation, estate, trust, receiver, syndicate, branch of government, or any other group or combination acting as a unit.

~~AAZ.~~ "Planned residential development" means a unified development approved in accordance with Title 18 of this code.

~~BBAA.~~ "Plat" means 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 other divisions or dedications.

~~CCBB.~~ "Preliminary Approval" means the official action taken on a proposed division of land when provision of improvements or fulfillment of conditions are to occur prior to final approval.

~~DDCC.~~ "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. The preliminary plat shall furnish a basis for the approval or disapproval of the general layout of a subdivision.

~~EEDD.~~ "Short plat" means the map or representation of a short subdivision containing all of the pertinent information as required by this title.

~~FFEE.~~ "Short subdivision" means the division or redivision of land into nine or fewer lots, tracts, parcels, sites or divisions for the purpose of transfer of ownership, sale or lease.

~~GGFF.~~ "Site plan review committee" is defined in OMC 18.02.180.

~~HHGG.~~ "Subdivider" means a person who undertakes the subdividing of land.

~~IHHH.~~ "Subdivision" means the division or redivision of land into ten or more lots, tracts, parcels, sites or divisions, which are less than five acres in area, whether immediate or future, for the purpose of sale, lease or transfer of ownership. This definition applies whether or not there is a dedication involved.

~~JJII.~~ "Utilities easements" means rights-of-way which may be used by public utilities, including, but not limited to, electricity, water, natural gas, sewer, telephone and television cable for the construction, operation, maintenance, alteration and repair of their respective facilities.

~~KKJJ.~~ "Variance" means an authorization granting relief under the provisions of Chapter 17.52 of this title from the literal enforcement of this title, when special conditions exist or unusual hardship will result therefrom.

~~**17.12.115 Department**~~

~~"Department" means the Olympia Community Planning and Development Department.~~

Section 3. Amendment of OMC 17.24.010. Olympia Municipal Code Section 17.24.010 is hereby amended to read as follows:

17.24.010 Submission of application

The subdivider shall submit ~~twelve (12) dark line prints and one stable base polyester film or other approved material (hereinafter referred to as Mylar)~~ an electronic copy of the document to the department through its online portal. All submitted drawings shall be in a portable document format (".pdf" meeting the requirements of ISO32000-1, Document Management – Portable Document Format – Part 1: PDF 1.7.

Section 4. Amendment of OMC 17.24.020. Olympia Municipal Code Section 17.24.020 is hereby amended to read as follows:

17.24.020 Format and content of application

A. Survey of Subdivision and Preparation of Plat. The survey of the proposed subdivision and preparation of the plat shall be made by or under the supervision of a registered land surveyor who shall certify on the plat that it is a true and correct representation of the lands actually surveyed.

B. Drafting Standards. All final plats shall be drawn in accordance with the following:

1. The final plat shall be clearly and legibly drawn in permanent black ink upon a stable base polyester film.
2. The scale of the plat shall be not less than 1" = 200'. Lettering shall be at least 3/32 of an inch high. The perimeter of the plat or subdivision being recorded shall be depicted with heavier lines wider than the remaining portion of the plat or subdivision.
3. The size of each sheet shall be 18" by 24".
4. A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of three inches on the left, and one-half inch on each side of the other three sides.
5. If more than two sheets are used, an index of the entire subdivision showing the arrangement of all sheets shall be included. Each shall be appropriately numbered.
6. The plat title, date, scale and north arrow shall be shown on each appropriate sheet of the final plat.
7. All signatures placed on the final plat shall be original signatures written in permanent black India ink.

C. Street Monuments. The surveyor preparing the plat shall submit a street monumentation plat to the Public Works Department for approval prior to setting any permanent street monuments. The Public Works Department shall determine the number and location of permanent control monuments in streets within and leading into the plat, if any. All street monuments shall conform to the standard specifications of the American Public Works Association or as amended by city standard plans.

D. Content.

1. The following information is required on the final plat map:
 - a. The date, scale, north arrow, legend, controlling topography and existing features such as highways and railroads;
 - b. Legal description of the plat boundaries;
 - c. Reference points and lines of existing surveys identified, related to the plat as follows:

- i. Adjoining corners of adjoining subdivisions,
 - ii. City or county boundary lines when crossing or adjacent to the subdivision,
 - iii. Section and donation land claim lines within and adjacent to the plat,
 - iv. Whenever the county or a city has established the centerline of a street adjacent to or within the proposed subdivision, the location of this line and monuments found or reset,
 - v. All other monuments found or established in making the survey of this subdivision or required to be installed by provisions of this title,
 - vi. The basis of bearings, shall be shown and shall be the Olympia coordinate system as defined and required in WAC 332-130-050(1)(b)(iii);
- d. The exact location and width of streets and easements intersecting the boundary of the tract;
- e. Tract, block and lot boundary lines and street rights-of-way and centerlines, with dimensions, bearings or deflection angles, radii, arcs, points of curvature and tangent bearings. Tract boundaries, lot boundaries and street bearings shall be shown to the nearest second with basis of bearings. All distances shall be shown to the nearest 0.01 foot;
- f. The width of the portion of streets being dedicated, the width of any existing rights-of-way and the width of each side of the centerline. For streets on curvature, curve data shall be based on the street centerline. In addition to the centerline dimensions, the radius and central angle shall be indicated;
- g. Easements denoted by fine dashed lines or described by narrative, clearly identified and, if already of record, their recorded reference. The width of the easement, its length and bearings, and sufficient ties to locate the easement with respect to the subdivision must be shown. If the easement is being dedicated by the map, it shall be properly referenced in the owner's certificate of dedication;
- h. Lot numbers beginning with number "1" and numbered consecutively without omission or duplication throughout the plat. The numbers shall be solid, of sufficient size and thickness to stand out and so placed as not to obliterate any figure. Lot numbers in an addition to a subdivision of the same name shall be a continuation of the numbering of the original subdivision;
- i. Accurate outlines and designations of any areas to be dedicated or reserved for public use or to be committed for the common use of all property owners with the purpose of dedication, reservation and commitment to be clearly set forth on the plat document together with accurate references to appropriate recorded documents;
- j. All required dedications, endorsements, covenants, affidavits and certificates shall show on the face of the final plat;
- k. The final plat shall show the subdivision of the section or sections involved and show the township(s) and range(s); provided, that if the land being platted is not described by section subdivision, the final plat map shall show a vicinity map showing monuments and land corners sufficient to properly orient the new subdivision;
- l. Specific wording as may be required by the preliminary plat approval;

- m. A plat or subdivision contiguous to, or representing a portion of or all of the frontage of a body of water, river or stream shall indicate the location of monuments, which shall be located at such distance above high-water mark as to reasonably insure against damage and destruction by flooding or erosion;
- n. Lots containing one acre or more shall show net acreage to nearest hundredth, whenever possible;
- o. Designation of lots to be used for other than single-family residential purposes;
- p. If the plat constitutes a replat of all or portions of an existing subdivision, this shall be clearly indicated just below the subdivision name. All original plat lines shall be shown in half-tone around the perimeter of the new plat.
- q. A summary of the terms and conditions, including building permit restrictions, of any agreement and security to construct improvements in the future on the plat.

2. Acknowledgments and Certificates. Acknowledgments and certificates required by this title shall be in language substantially indicated in the following subsections:

- a. Dedications. The intention of the owner shall be evidenced by the owner's presentation for filing of a final plat clearly showing the dedication thereof and bearing the following certificate signed by all real parties of interest:

"Know all persons by these presents that _____, the undersigned owner, in fee simple of the land hereby platted, _____, and _____, the mortgagee thereof, hereby declare this plat and dedicate to the use of the public forever all streets, avenues, places and sewer easements or whatever public property there is shown on the plat and the use for public purposes. Also, the right to make all necessary slopes for cuts and fills upon lots, blocks, tracts, etc. shown on this plat in the reasonable original grading of all the streets, avenues, places, etc. shown hereon. Also, the right to drain all streets over and across any lot or lots where water might take a natural course after the street or streets are graded. Also, all claims for damage against any governmental authority are waived which may be occasioned to the adjacent land by the established construction, drainage and maintenance of said roads.

IN WITNESS WHEREOF we set our hands and seals this _____ day of _____, [year].

In the event that a waiver of right of direct access is included, then the certificate shall contain substantially the following additional language:

"Access to _____ street from lots numbered _____ is hereby waived, and dedication to the public shall in no way be construed to permit a right of direct access to _____ street from lots numbered _____, nor shall the City of Olympia or any other local governmental agency within which the property is or may become located ever be required to grant a permit to build or construct an access of approach to said street from said lots."

- b. Acknowledgment.

STATE OF WASHINGTON)
) ss.
COUNTY OF THURSTON)

~~This is to certify that on this _____ day of _____, [year], before me, the undersigned, a Notary Public, personally appeared to me known to be the person(s) who executed the foregoing dedication and acknowledged to me that _____ signed the same as _____ free and voluntary act and deed for the uses and purposes therein mentioned.~~

On this day personally appeared before me _____, to me known to be the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that he/she/they signed the same as his/her/their free and voluntary act and deed, for the uses and purposes therein mentioned.

WITNESS my hand and official seal ~~the day and year first above written~~ this _____ day of _____, [year].

Signature
Printed Name: _____
NOTARY PUBLIC in and for the State of
Washington, residing at _____
My commission expires _____

- c. Restrictions. The following restrictions shall show on the face of the final plat:
 - i. The following shall be required when the plat contains a private street: "The cost of construction and maintaining all streets not herein dedicated as public streets shall be the obligation of all of the owners and the obligation to maintain shall be concurrently the obligation of any corporation in which title of the streets may be held."
 - ii. "All landscaped areas in public rights-of-way shall be maintained by the owner and the owner's successor(s) and may be reduced or eliminated if deemed necessary for or detrimental to City road purposes."
 - iii. The following shall be required when the plat contains commonly owned tracts: "Community tracts shall be owned and maintained in common for the benefit of all lot owners. All lots have an undivided interest in the ownership and maintenance of community areas. The ownership interest in each community tract shall be stated in the deed to each lot"
 - iv. The following shall be required when the installation of required improvements has not been completed prior to recording: "Pursuant to City Ordinance, the City of Olympia may deny the issuance of building or occupancy permits for any structure within this plat until street, sidewalk, or other required plat improvements have been installed."
 - v. Any additional conditions as approved by the hearing examiner.
- d. Certificate From Land Surveyor. The completed plat must show a certificate from the land surveyor who platted the property, in substantially the following form:

"I hereby certify that the Plat of _____ is based upon an actual survey and subdivision of a portion of Section _____, Township _____, Range _____

_____, W.M.; that the distances and courses shown thereon are correct; that the monuments have been set and lot and block corners staked on the ground."

e. Certificates of City Officers. The plat shall also show the following certificates:

i. Certificate--City Engineer.

"Examined and approved this ____ day of _____ [year].

Olympia City Engineer"

ii. Certificate--Health Officer.

"Examined and approved this ____ day of _____ [year].

Health Officer"

iii. Certificate--Assessor.

"Examined and approved this ____ day of _____ [year].

Thurston County Assessor"

iv. Certificate-Treasurer.

"I hereby certify that all taxes on the land described hereon have been fully paid to and including the year _____.

Thurston County Treasurer"

v. Certificate--Planning Director.

"Examined and approved this ____ day of _____ [year].

Planning Director"

vi. Certificate--City Clerk-Treasurer.

"I hereby certify that all Local Improvement District Assessments on the land described hereon have been fully paid to and including the year _____

Clerk-Treasurer, City of
Olympia"

vii. Certificate--County Auditor.

"Filed for record at the request of _____ this ____ day of _____, [year], at ____ minutes past ____ .m., and recorded in Volume ____ of Plats, on page _____, records of Thurston County, Washington.

Thurston County Auditor

Deputy Auditor"

3. Supplemental information as required by the Application Content Lists must be submitted with the final plat map. See OMC 18.77.010.

Section 5. Amendment of OMC 17.32.050. Olympia Municipal Code Section 17.32.050 is hereby amended to read as follows:

17.32.050 Submission of application

Short plat applications shall be submitted electronically to the Department on forms provided by the Department and include all required information through its online portal. All submitted drawings shall be in a portable document format (".pdf") meeting the requirements of ISO32000-1, Document Management – Portable Document Format – Part 1:PDF 1.7.

Section 6. Amendment of OMC 17.32.150. Olympia Municipal Code 17.32.150 is hereby amended to read as follows:

17.32.150 Format and content of final application and map

- A. The subdivider shall submit twelve (12) dark line prints and one stable base polyester film or other approved material (hereafter referred to as Mylar) to the Department.
- B. The survey of the proposed short subdivision and preparation of the final map shall be made by or under the supervision of a registered land surveyor who shall certify on the map that it is a true and correct representation of the lands actually surveyed.
- C. The map shall be prepared on a sheet of reproducible material having dimensions of 18" by 24" and at a horizontal scale between 200' to the inch and 50' to the inch. The following shall be shown on the final short plat map:
 - 1. Title block, preferably located in the lower right-hand corner, to contain:
 - a. Section, township and range,
 - b. Date of preparation, datum, scale and north arrow,
 - c. Legal descriptions of the original tract,
 - d. Basis of bearings, which shall be the Olympia coordinate system as defined and required in WAC 332-130-050(1)(b)(iii);
 - 2. Vicinity sketch clearly identifying the location of the property;
 - 3. Plat representation, to contain:
 - a. The boundary lines of the property to be divided;

- b. The development status of contiguous land, including the name of any adjacent plats and rights-of-way,
 - c. The layout, dimensions and number of each lot in the short subdivision with bearings or deflection angles, radii, arcs, points of curvature and tangent bearings,
 - d. The names, locations and widths of all existing streets, rights-of-way, easements, other public ways, watercourses and major transmission facilities rights-of-way within and adjacent to the proposed development,
 - e. The locations and dimensions of all parcels of land intended to be dedicated or reserved for public use, or to be reserved in the deeds for the common use of the property owners if the subdivision with the purpose, conditions or limitations of such dedications or reservations clearly indicated,
 - f. The locations of all existing structures within the short subdivision,
 - g. Existing monuments or other such identifying markers,
 - h. Lot numbers beginning with the number "1" and numbered consecutively without omission or duplication throughout the short plat. The numbers shall be solid, of sufficient size and thickness to stand out, and so placed as not to obliterate any figure;
4. Acknowledgments and certificates, preferably located along the bottom of the map, as follows:
- a. Restrictions. The following restrictions shall show on the face of the short plat map:
 - i. The following shall be required when the short plat contains a private street: "The cost of construction and maintaining all streets not herein dedicated as public streets shall be the obligation of all of the owners, and the obligation to maintain shall be concurrently the obligation of any corporation in which title of the streets may be held."
 - ii. "All landscaped areas in public rights-of-way shall be maintained by the owner and the owner's successor(s) and may be reduced or eliminated if deemed necessary for or detrimental to City street purposes."
 - iii. The following shall be required when the short plat contains commonly owned tracts: "Community tracts shall be owned and maintained in common for the benefit of all lot owners. All lots have an undivided interest in the ownership and maintenance of community areas. The ownership interest in each community tract shall be stated in the deed to each lot."
 - iv. The following shall be required when the installation of required improvements has not been completed prior to recording: "Pursuant to City Ordinance, the City of Olympia may deny the issuance of building or occupancy permits for any structure within this short plat until street, sidewalk, or other required plat improvements have been installed."
 - v. Any additional conditions as approved by the Department.
 - b. Certificate From Land Surveyor. The completed short plat shall show a certificate from the land surveyor who platted the property, in substantially the following form: "I hereby certify that this short plat map is based upon an actual survey and subdivision of a portion of Section _____, Township _____, Range _____, W.M.; that the distances and courses shown thereon are correct; that the monuments have been set and lot and block corners staked on the ground."

c. Certificates of City Officers. The short plat shall also show the following certificates:

i. Certificate--City Engineer.

"Examined and approved this _____ day of _____
[year].

Olympia City Engineer"

ii. Certificate--Health Officer. Preliminary inspections indicate soil conditions may allow the use of septic tanks as a means of sewage disposal for some, but not necessarily all, of the building sites within this plat. Prospective purchasers of lots should inquire at the Thurston County Health Department about the issuance of septic tank permits for specific lots.

"Examined and approved this _____ day of _____
[year].

Health Officer"

iii. Certificate--Assessor.

"Examined and approved this _____ day of _____
[year].

Thurston County Assessor"

iv. Certificate--Treasurer.

"I hereby certify that all taxes on the land described hereon have been fully paid to and including the year _____.

Thurston County Treasurer"

v. Certificate--Planning Director.

"Examined and approved this _____ day of _____
[year].

Planning Director"

vi. Certificate--County Auditor.

"Filed for record at the request of _____ this _____ day of _____, [year], at _____ minutes past _____ o'clock _____ m. and recorded in Volume _____ of Plats, on page _____, records of Thurston County, Washington.

Thurston County Auditor"

Deputy Auditor"

d. Certificate of Owner(s).

The short plat map shall show a certificate from the persons having any interest in the short subdivision in substantially the following form: "I, _____, owner in fee simple, acknowledge that the creation of this short subdivision is of my free will and consent."

D. Supporting Documents. The following documentation shall accompany each application for final approval of a short plat: A current title report or plat certificate confirming that the title of the lands as described and shown in the plat is in the name of the owners signing the declaration of short subdivision and showing restrictions encumbering the land.

E. Street Monuments. The surveyor preparing the plat shall submit a street monumentation plan to the Public Works Department for approval prior to setting any permanent street monuments. The Public Works Department shall determine the number and location of permanent control monument in streets within and leading into the short plat, if any. All street monuments shall conform to the standard specifications of the American Public Works Association or as amended by city standard plans.

Section 7. Amendment of OMC 17.36.030. Olympia Municipal Code Section 17.36.030 is hereby amended to read as follows:

17.36.030 Submission of application

~~Ten copies~~ An electronic copy of the large lot plat shall be submitted to the Planning Department ~~upon forms furnished by said body which shall affix thereto a file number and the date of receipt through its online portal.~~ All submitted drawings shall be in a portable document format (".pdf") meeting the requirements of ISO32000-1, Document Management – Portable Document Format – Part 1:PDF 1.7.

Section 8. Amendment of OMC 17.36.120. Olympia Municipal Code 17.36.120 is hereby amended to read as follows:

17.36.120 Format and content of final application and map

A. The subdivider shall submit twelve (12) dark line prints and one stable base polyester film or other approved material (hereinafter referred to as Mylar) to the Department.

B. The survey of the proposed large lot subdivision and preparation of the final map shall be made by or under the supervision of a registered land surveyor who shall certify on the map that it is a true and correct representation of the lands actually surveyed.

C. The map shall be prepared on a sheet of reproducible material having dimensions of 18" by 24" and at a horizontal scale between 200' to the inch and 50' to the inch. The following shall be shown on the final large lot plat map:

1. Title block, preferably located in the lower right-hand corner, to contain:
 - a. Section, township and range,
 - b. Date of preparation, datum, scale and north arrow,
 - c. Legal descriptions of the original tract,
 - d. Basis of bearings, ~~which shall be the Olympia coordinate system~~ as defined and required in WAC 332-130-050(1)(b)(iii);
2. Vicinity sketch clearly identifying the location of the property;
3. Plat representation, to contain:
 - a. The boundary lines of the property to be divided,
 - b. The development status of contiguous land, including the name of any adjacent plats and rights-of-way,
 - c. The layout, dimensions and number of each lot in the large lot subdivision with bearings or deflection angles, radii, arcs, points of curvature, and tangent bearings,
 - d. The names, locations and widths of all existing streets, rights-of-way, easements, other public ways, watercourses and major transmission facilities rights-of-way within and adjacent to the proposed development,
 - e. The locations and dimensions of all parcels of land intended to be dedicated or reserved for public use or to be reserved in the deeds for the common use of the property owners if the subdivision with the purpose, conditions or limitations of such dedications or reservations clearly indicated.
 - f. The locations of all existing structures within the large lot subdivision,
 - g. Existing monuments or other such identifying markers,
 - h. Lot numbers beginning with the number "1" and numbered consecutively without omission or duplication throughout the large lot plat. The numbers shall be solid, of sufficient size and thickness to stand out, and so placed as not to obliterate any figure;
4. Acknowledgments and certificates, preferably located along the bottom of the map, as follows:
 - a. Restrictions. The following restriction shall show on the face of the large lot plat map:
 - i. The following shall be required when the large lot plat contains a private street: "The cost of construction and maintaining all streets not herein dedicated as public streets shall be the obligation of all of the owners, and the obligation to maintain shall be concurrently the obligation of any corporation in which title of the streets may be held."
 - ii. "All landscaped areas in public rights-of-way shall be maintained by the owner and the owner's successor(s) and may be reduced or eliminated if deemed necessary for or detrimental to City street purposes."

iii. The following shall be required when the large lot plat contains commonly owned tracts: "Community tracts shall be owned and maintained in common for the benefit of all lot owners. All lots have an undivided interest in the ownership and maintenance of community areas. The ownership interest in each community tract shall be stated in the deed to each lot."

iv. The following shall be required when the installation of required improvements has not been completed prior to recording: "Pursuant to City Ordinance, the City of Olympia may deny the issuance of building or occupancy permits for any structure within this large lot plat until street, sidewalk, or other required plat improvements have been installed."

v. Any additional conditions as approved by the Department.

b. Certificate From Land Surveyor. The completed large lot plat shall show a certificate from the land surveyor who platted the property, in substantially the following form: "I hereby certify that this large lot plat map is based upon an actual survey and subdivision of a portion of Section_____, Township_____, Range_____, W.M.; that the distances and courses shown thereon are correct; that the monuments have been set and lot and block corners staked on the ground."

c. Certificates of City Officers. The large lot plat shall also show the following certificates:

i. Certificate--City Engineer.

"Examined and approved this_____ day of _____
[year].

Olympia City Engineer"

ii. Certificate--Health Officer. Preliminary inspections indicate soil conditions may allow the use of septic tanks as a means of sewage disposal for some, but not necessarily all, of the building sites within this plat. Prospective purchasers of lots should inquire at the Thurston County Health Department about the issuance of septic tank permits for specific lots.

"Examined and approved this_____ day of _____
[year].

Health Officer"

iii. Certificate--Assessor.

"Examined and approved this_____ day of _____
[year].

Thurston County Assessor"

iv. Certificate--Treasurer.

"I hereby certify that all taxes on the land described hereon have been fully paid to and including the year _____.

Thurston County Treasurer"

v. Certificate--Planning Director.

"Examined and approved this ____ day of _____
[year].

Planning Director"

vi. Certificate--County Auditor.

"Filed for record at the request of _____ this ____
day of _____, [year], at ____ minutes past ____
o'clock____.m, and recorded in Volume ____ of Plats, on page _____,
records of Thurston County, Washington.

Thurston County Auditor"

Deputy Auditor"

d. Certificate of Owner(s). The large lot plat map shall show a certificate from the persons having any interest in the large lot subdivision in substantially the following form:

"I, _____, owner in fee simple, acknowledge that the creation of this large lot subdivision is of my free will and consent "

D. Supporting Documents. The following documentation shall accompany each application for final approval of a large lot plat: A current title report or plat certificate confirming that the title of the lands as described and shown in the plat is in the name of the owners signing the large lot plat and showing restrictions encumbering the land.

E. Street Monuments. The surveyor preparing the plat shall submit a street monumentation plat to the Public Works Department for approval prior to setting any permanent street monuments. The Public Works Department shall determine the number and location of permanent control monuments in streets within and leading into the large lot plat, if any. All streets monuments shall conform to the standard specifications of the American Public Works Association or as amended by city standard plans.

Section 9. Amendment of OMC 18.02.180(O). Olympia Municipal Code Subsection 18.02.180(O) is hereby amended to read as follows:

18.02.180 Definitions

O. DEFINITIONS - SPECIFIC.

Object. A thing of functional, aesthetic, cultural, historical, or scientific value that may be, by nature or design, movable yet related to a specific setting or environment.

Off-Site Treatment and Storage Facility. A facility that treats or stores hazardous wastes or special incinerator ash generated on properties other than the property on which the off-site facility is located. (See also current edition of "Zoning Guidelines for Hazardous Waste Treatment and Storage Facilities," prepared by the Solid and Hazardous Waste Program of the State Department of Ecology.)

Office. A building or portion thereof which is primarily used to transact the administrative or professional activities of a business. Such uses include, but are not limited to: medical (excluding veterinary), dental, chiropractic, optometric, legal, banking, insurance, real estate, security brokers, administrative, public, contractors, consultants, corporate, or manufacturers' offices. (See also Home Occupation.)

Office, Bank. Banks, savings and loans, credit unions, and other depository institutions.

Office, Business. The offices of real estate agencies, mortgage brokers, advertising agencies, credit agencies, mailing services and postal substations, employment agencies, insurance agencies, membership organizations except social organizations, accountants, attorneys, security brokers, financial advisors, architects, engineers, surveyors, tax preparation services, computer software development, and other similar business services. This may also include the administrative offices for businesses whose primary activity may be construction, manufacturing, utility services, or some other non-office use conducted elsewhere.

Office, Government. The legislative, administrative, service delivery, or judicial offices of local, state, or federal agencies. It also includes federal post offices where mail processing takes place for local delivery. It does not include government land uses such as maintenance facilities for government-owned trucks, buses, or heavy equipment which are a Light Industrial use.

Office, Medical. This includes the offices of doctors, dentists, chiropractors, optometrists, and other health practitioners providing outpatient care. It also includes medical and dental laboratories, blood banks, and the like.

Office Supplies and Equipment Stores. Stores selling office products such as stationery, legal forms, writing implements, typewriters, computers, copiers, office furniture, and the like.

Office Uses, General. A room or group of rooms used for conducting the affairs of a business and generally furnished with desks, tables, files, and communication equipment.

Office, Veterinary/Clinic. A place where animals are given medical care and the boarding of animals is limited to short-term care incidental to the hospital use. (See also Animal Hospital.)

~~Olympia Coordinate System. The horizontal ground scale coordinate system referenced to the Washington Coordinate System as established by the City Public Works Department.~~

On-Site. Located on the same lot that is the subject of an application for development.

On-Site Treatment and Storage Facility. A facility that treats or stores hazardous wastes generated on the same property, see current edition of "Zoning Guidelines for Hazardous Waste Treatment and Storage Facilities," prepared by the Solid and Hazardous Waste Program of the State Department of Ecology.

Open Record Hearing. A hearing conducted by a single hearing body or officer that creates the City's record through testimony and submission of evidence and information under procedures prescribed by this Title. [See RCW [36.70B.020\(3\)](#)].

Open Record Appeal Hearing. A form of open record hearing held on request in response to a notice of decision when no open record predecision hearing was held on the project permit. [See RCW [36.70B.020\(3\)](#)].

Open Record Predecision Hearing. A form of open record hearing held prior to the City's decision on a project permit. [See RCW [36.70B.020\(3\)](#)].

Open Space, Common. Land within or related to a development, not individually owned or dedicated for public use, that is designed and intended for the common use or enjoyment of the residents and may include such complementary structures and improvements as are necessary and appropriate.

Open Space, Public. Undeveloped public land that is permanently set aside (as opposed to regulated) to protect the special natural character of a particular location. Open space may include, but is not limited to wetlands; wetland buffers; creek, stream or river corridors; forested areas; ravines, bluffs or other geologically hazardous areas; and undeveloped areas within parks.

Ordinary High Water Mark (OHWM). (Also referred to as Ordinary High Water Line OHWL.) Per WAC [220-660-030](#), the mark on the shores of all waters that will be found by examining the bed and banks and ascertaining where the presence and action of waters are so common and usual and so long continued in ordinary years, as to mark upon the soil or vegetation a character distinct from that of the abutting upland, provided that in any area where the ordinary high water line cannot be found, the ordinary high water line adjoining saltwater shall be the line of mean higher high water, and the ordinary high water line adjoining freshwater shall be the elevation of the mean annual flood. OHWM is used to determine the location of standard buffer widths of streams as required under OMC [18.32.435\(C\)](#).

Ordinary Repair and Maintenance. Work for which a permit issued by the City is not required by law, and where the purpose and effect of such work is to prevent or correct any deterioration or decay of or damage to the real property or structure appurtenant thereto and to restore the same, as nearly as may be practicable, to the condition prior to the occurrence of such deterioration, decay or damage.

Outdoor Storage. The keeping of any goods, junk, material, merchandise, or vehicles in the same place for more than 24 consecutive hours.

Over Water. Location above the surface of the water, including placement of buildings on piling or floats.

Overlay Zone. A zoning district or specific plan that encompasses one or more underlying zones or areas and which imposes requirements in addition to those required by the underlying zone. (See also Overlay Districts in Article III.)

Owner of Property. The fee simple owner of real property according to Thurston County Auditor records.

Section 10. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 11. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

Section 12. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 13. Effective Date. This Ordinance shall take effect five (5) days after passage and publication, as provided by law.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



DEPUTY CITY ATTORNEY

PASSED:

APPROVED:

PUBLISHED: