

**Department of Community and Economic Development
Planning Division
ADMINISTRATIVE POLICY/CODE INTERPRETATION**

**MUNICIPAL
CODE SECTIONS:**

4-8-120 D 19 x. iv (Final Short Plat Signature Requirements)

REFERENCE:

Revised Code of Washington: Title 58 Ch. 17
City of Renton Ordinances: Nos. 4260, 4947, 5450 & 5676

SUBJECT:

Signature authority for Short Plats and Binding Site Plans

BACKGROUND:

Prior to the creation of the Economic Development and Neighborhood and Strategic Planning department (now Community and Economic Development) the City's approval signature rested with the Administrator of Planning/Building/Public Works (now Public Works). In 2009, the adoption of Ordinance No.5440 changed the signing authority to the Community and Economic Development Administrator. Since that time the Public Works Administrator has in fact been signing for Community and Economic Development Administrator as designee under RMC 4-11-030.

Since the Public Works Administrator is the defacto signatory and final approver of Short Plats and Binding Site Plans the Public Works Administrator requests that the Approval block on such documents be modified to reflect the appropriate title. Since the code is specific with respect to the department and title of the signatory a change in the code is necessary.

JUSTIFICATION:

As the Community and Economic Development Administrator's designee the Public Works Administrator is in fact the final reviewer and approving authority for Short Plats and Binding Site Plans and as such should do so under appropriate title.

DECISION:

Modify the signatory as presented under the Code Amendments section of this document.

**ADMINISTRATOR
APPROVAL:**

C. E. "Chip" Vincent

DATE:

November 5, 2013

**APPEAL
PROCESS:**

To appeal this determination, a written appeal--accompanied by the required filing fee--must be filed with the City's Hearing Examiner (1055 South Grady Way, Renton, WA 98057, 425-430-6515) no more than 14 days from the date of this decision. Your submittal should explain the basis for the appeal. Section 4-8-110 of the Renton Municipal Code provides further information on the appeal process.

**CODE
AMENDMENTS
NEEDED TO
IMPLEMENT
DETERMINATIONS:**

4-8-120 SUBMITTAL REQUIREMENTS – SPECIFIC TO APPLICATION TYPE:

D. DEFINITIONS OF TERMS USED IN SUBMITTAL REQUIREMENTS FOR BUILDING,
PLANNING AND PUBLIC WORKS PERMIT APPLICATIONS:

19. Definitions S:

Short Plat or Binding Site Plan Map, Final:

x. Signature and date line for:

- i. All property owners (signatures must be notarized with an ink stamp),
- ii. The King County Assessor,
- iii. The Administrative Services Administrator with the following text preceding:
“There are no delinquent special assessments and any special assessments for any dedicated property herein contained have been paid in full”, and
- iv. The ~~Community and Economic Development~~Public Works Administrator