

## Preliminary Short Plat Application

Official Use Only:

Project Number:

Short Plat Name:

### DEFINITION AND PURPOSE

A short subdivision is the division of one contiguous parcel into nine (9) or fewer lots.

### SUBMITTAL

Below are the required submittal items. Failure to submit all requested items (in a legible form) will delay processing of your application.

1.  Master Application.
2.  All required content in part I and II of the attached plan submittal checklist.
3.  Required fees paid. (Refer to current fee schedule, and/or contact a permit coordinator @ 206-973-4750 for further information).

### PROCEDURE

1. No application will be accepted prior to review at a pre-application meeting. Please contact a permit coordinator to schedule a time; they can be reached by calling the Community & Economic Development Department at 206-973-4750.
2. A "Determination of Completeness" (DOC) will be made within twenty eight (28) days of the application submittal stating whether the application is complete or if additional information is required.
3. A "Notice of Application" (NOA) will be published and sent to adjacent property owners. The NOA will be issued within fourteen (14) days after a DOC is made.
  - a. A notice board is required to be posted on said property on or before the publish date of the NOA. An "Affidavit of Installation" shall be submitted to the City that the "Notice Board" has been installed on the property.
4. Once a DOC is issued, the City has ninety (90) days to make a decision regarding the application. A "Notice of Decision" (NOD) will be sent to the applicant/property owner and to all parties of record.
5. The decision on a preliminary short plat may be appealed to the Hearing Examiner within 14 days of the issuance of such decision with a filing fee to the City Clerk.
6. Final short plat application must occur within three (3) years of preliminary approval.

**PROPERTY**

Provide lot square footage for each **existing lot**:

Lot 1: \_\_\_\_\_ Lot 4: \_\_\_\_\_ Lot 7: \_\_\_\_\_  
Lot 2: \_\_\_\_\_ Lot 5: \_\_\_\_\_ Lot 8: \_\_\_\_\_  
Lot 3: \_\_\_\_\_ Lot 6: \_\_\_\_\_ Lot 9: \_\_\_\_\_

Provide lot square footage for each **proposed lot**:

Lot 1: \_\_\_\_\_ Lot 4: \_\_\_\_\_ Lot 7: \_\_\_\_\_  
Lot 2: \_\_\_\_\_ Lot 5: \_\_\_\_\_ Lot 8: \_\_\_\_\_  
Lot 3: \_\_\_\_\_ Lot 6: \_\_\_\_\_ Lot 9: \_\_\_\_\_

**Utilities serving lot:**

Water: \_\_\_\_\_ Sewer: \_\_\_\_\_ Electricity: \_\_\_\_\_

**PROFESSIONAL CONTACT INFORMATION**

**ENGINEER**

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

**SURVEYOR**

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

**I / WE CERTIFY THAT THE INFORMATION FURNISHED AS PART OF THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

Property Owner: \_\_\_\_\_  
Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

Property Owner: \_\_\_\_\_  
Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

Property Owner: \_\_\_\_\_  
Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_



# Application Checklist

**Official Use Only:**

Project Number:

Short Plat Name:

The following materials are the minimum that must be submitted to review your application. **Please do not turn in your application until all items listed below have been checked off.** Submittals will not be accepted unless complete. Return completed checklist with application.

PLAN SUBMITTAL – PART I		APPLICANT	STAFF
1	Original plus five (5) copies of all documents submitted		
2	One (1) paper reduction of each oversized short plat sheet to a 8 ½" x 11" size.		
3	Subdivision guarantee title report (dated within last 30 days) including all easements, deed restriction(s) and other supplemental document(s) cited in the report.		
4	A letter of service availability from the existing Water District.		
5	A letter of service availability from the existing Sewer District.		
6	An environmental (SEPA) checklist, if needed.		

PLAN SUBMITTAL – PART II		PROFESSIONAL	STAFF
1	Preliminary Short Plat drawing prepared <u>and stamped</u> by a professional Land Surveyor registered in the State of Washington (RCW 58.17.250) An electronic copy of the City's Title Block can be obtained via email, web, or copied flash drive by contacting the Engineering Review Division at 206-973-4750.		
2	The names and the addresses of the developer and the licensed land surveyor who prepared the plat.		
3	North point, graphic scale and date of drawing.		
4	Existing off-site sub-division lots, blocks, streets and easements shown as dotted lines.		
5	Name, address and parcel numbers of adjacent property owners on the records of the County Assessor's Office.		
6	Proposed lot lines shown as solid lines and all proposed and existing easements shown in dashed lines.		
7	Show the location, bearings and distances of existing and proposed property lines; and existing section lines in feet and decimals of a foot.		
8	Location and identification of any visible physical appurtenances such as fences or structures that may indicate encroachment, lines of dispute, or conflict of Title.		
9	Legal description and tax lot number of the property to be subdivided, certified by a Professional Land Surveyor registered in the State of Washington.		



<b>10</b>	Indicate the acreage of the land to be subdivided, the number of lots, and the area (sq. ft.) of each individual lot.		
<b>11</b>	Clearly indicate and depict access for the proposed short plat for each lot. This includes the location, width and names of existing streets or easements abutting or providing access to the short plat. If the access is by private street, the public street providing access to the private street shall be shown.		
<b>12</b>	Show monuments and survey markers found, include legend.		
<b>13</b>	Show streets, building structures, watercourses, and bridges.		
<b>14</b>	Show any recorded public or private utility and drainage easements, both on the land to be subdivided and on the adjoining lands (land that abuts the proposed subdivision), to a distance of twenty-five (25) feet from the edge of the subject property division (include recording number).		
<b>15</b>	Location of existing trees (over 8" in diameter as measured four (4) feet from the base on the property).		
<b>16</b>	Contours and elevations at five (5) foot intervals for slopes less than or equal to five percent (5%) and at two (2) foot intervals for slopes greater than five percent to accurately predict drainage characteristics of the property. The topographic contours shall be provided by a Land Surveyor licensed in Washington State. Off-site topographic contours on adjacent property may be required to provide supplemental information. Source and data of contour data needs to be referenced on drawing.		
<b>17</b>	Identify and show location of any existing and/or abandoned well(s) on property.		
<b>18</b>	Indicate the bearings and dimensions of each lot line.		
<b>19</b>	Indicate basis of bearing shown.		
<b>20</b>	Bearings, angles, or azimuths shown in degrees, minutes, and seconds.		
<b>21</b>	Radius, delta, arc length and long chord bearing and distance of curves shown.		
<b>22</b>	Declaration statement with signature lines and Notary Block.		

