

SHORT PLAT *Information*



3715 Bridgeport Way W
University Place, WA 98466
PH: (253) 566-5656 FAX: (253) 460-2541

This form provides information and an explanation of the procedures of a Short Plat. If you have any questions, contact the Planning and Development Services Department at (253) 566-5656.

A Short Subdivision (or Short Plat) is the creation of four (4) or fewer building lots. Short Plat applications are reviewed administratively and **do not** require a public hearing.

Pre-Application/Technical Review Meeting (OPTIONAL)

The City offers an opportunity for applicants to meet with reviewing staff prior to submittal of the Short Plat application. There is no charge for the Technical Review Committee (TRC) meeting. If you would like to schedule a meeting, applications are available at the Permit Counter. Meetings are generally scheduled on Wednesday afternoons and for the week following the request.

Application Submittal and Review

Please fill out the application completely and submit all documents required on the ***Application Checklist***.

The initial review will be the *"Determination of Completeness."* The allowable time to complete this review is 28 days. Generally, it does not take the full 28 days, however, projects are worked in the order received. If the documentation received is not sufficient, you will receive a *"Notice of Incomplete Application"* stating what materials or information must be submitted to continue the review of your project.

The next step in the process is the notification of neighboring property owners. A *"Notice of Application"* is sent to property owners within a 300' but not less than 2 parcels deep radius. There is a two-week public comment period indicated on this notice.

The project is then routed to the various departments and agencies for their review and comments. Two weeks are allowed to receive their comments or conditions. The comments are then compiled and the short plat drawings redlined and returned to the applicant for corrections.

Once all corrections are made and approved the applicant can have the final plan prepared for recording. The property owners must sign the plan (these signatures must be notarized). The applicant is responsible for obtaining the signatures from the Pierce County Assessor/Treasurer and Pierce County Sewer Utility before returning plan to the City for signatures. Staff will obtain required City signatures prior to recording. After all required signatures are obtained, the applicant must pick up and record the plan at the Pierce County Auditor and provide two (2) recorded copies to the City.

SHORT PLAT *Checklist*

This is a checklist of materials required for a Short Plat. This checklist is provided to assist you in submitting a complete application. If you have any questions, contact the Planning and Development Services Department at (253) 566-5656.

RETURN THIS CHECKLIST WITH YOUR APPLICATION

The Short Plat drawings shall include:

- Survey map with original surveyor's signature and date. The map must be a 18" x 24" scaled ink drawing and must include the following:
 - Legal Description
 - Free Consent Statement(s)
 - Signature Blocks
 - Zoning Designation and/or Land Use File Number

- Existing** (old) lot lines including:
 - Assessor's Parcel Numbers
 - Dimensions and bearings of all lot lines and identification of existing property corners
 - All existing improvements and structures with addresses

- Proposed** (new) lot lines including:
 - Total lot, tract, or parcel sizes in square feet (lot size includes area of easement(s))
 - Lot width
 - New lot numbers (e.g. Lot "1")

- Dimensions of **existing** and **proposed** utilities. Utility information must include:
 - Location, size, and material of utility pipes for sewer systems and/or location of drain fields and septic systems
 - Drainage systems showing how water is to be retained on site or detained/conveyed off site (wet ponds, detention facilities, percolation pits, swales and pipes)
 - Location of nearest fire hydrants or sprinkling needed for fire protection

- Width and names of existing adjacent public right-of-way(s)

- **Existing** and **proposed** access roads, access driveways, including locations, grades (slopes), widths and lengths. Also include turnarounds (where necessary) serving the site. Clearly identify what is proposed and what is existing. Provide documentation of existing easements.

Public Notice:

A 1' x 2' Public Notice Sign must be posted on the site. Applicant will be notified when to request the public notice sign from the Planning and Development Services Department and the required posting time.

Fees must be paid at the time of submittal. The table below indicates the number of sets required at the time of submittal:

# OF SETS REQUIRED	DESCRIPTION
8	Short Plat Application
8	Short Plat Drawings
8	Vicinity Map identifying proposed subdivision, including the nearest cross streets and a North arrow
8	SEPA Checklist (if required)
2	Title Report (must be dated within 30 days of application)
2	Two (2) stamped copies of Lot Closure Report
2	Tree Survey (required if removing more than 5 trees): Location of all trees within the subdivision that are 6 caliper inches and above, measured 4'6" from the ground. Indicate all trees that are to be retained and those to be removed.
2	Landscape Plans
1	Affidavit of Ownership
2	Water Availability Letter from Tacoma Water
1	Verification of Pierce County Assessor review submittal (copy of receipt)
1	Verification of Pierce County Utilities Short Plat review submittal (copy of receipt and application)
1	Health Department Application – Reviewed and Approved (must turn in 8½" x 14" application stamped as received by TPCHD along with receipt. Take 2 copies to the Health Department so you can take one away with you)
2	Property Listings, Map and Mailing Labels for all lots within 300 feet (but not less than two parcels deep) of subject property. (Obtained from Pierce County Assessor, title company, or other approved method)

SHORT PLAT *Application*



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Please type or print clearly. Incomplete information may delay the project approval.

APPLICANT:		Phone:	Fax:
Address (Street, City, State, Zip):		E-Mail Address:	
PROPERTY OWNER:		Phone:	Fax:
Address (Street, City, State, Zip):		E-Mail Address:	
AGENT:		Phone:	Fax:
Address (Street, City, State, Zip):		E-Mail Address:	

PROJECT NAME & TYPE:				
Project Address:			Parcel Number(s):	
Zoning:	Current Use:			
Area/Acreage:	Township:	Range:	Section:	Quarter Section:
Has this project been reviewed at a Technical Review Committee (TRC) Meeting?				<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>PROVIDE A <u>DETAILED</u> DESCRIPTION OF THE PROPOSAL. (MAY BE ATTACHED)</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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PROPOSED LOTS:

"1"

"2"

"3"

"4"

Zoning District				
Existing Use				
Proposed Use				
Proposed Lot				

PLAT DETAILS:

<p>Has the property been previously platted or short platted? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If so, within the past five years? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>Do you own any contiguous lots? If so, describe:</p> <hr/> <hr/> <hr/> <hr/>		
<p>Are you aware of any property encroachments? If so, describe:</p> <hr/> <hr/> <hr/> <hr/>		
<p>How will access be provided? (Private, Public, or both)</p>	<p>Length of Public Street:</p>	<p>Length of Private Street:</p>
<p>What is the steepest slope on the property?</p>		
<p>Approximately how many 6" diameter or larger trees on the property will be removed?</p>		
<p>Indicate if any of the following apply to the property. If so, describe:</p>		
<p>Wet areas?</p>	<p>Describe:</p>	
<p>Springs?</p>	<p>Describe:</p>	
<p>Creeks?</p>	<p>Describe:</p>	
<p>Within 200' of Shoreline?</p>	<p>Describe:</p>	
<p>Within Wetland Buffer?</p>	<p>Describe:</p>	
<p>Within Creek Buffer?</p>	<p>Describe:</p>	
<p>Flood Plain?</p>	<p>Describe:</p>	

UTILITIES AND SERVICES PROVIDERS:

SOURCE OF WATER	SOURCE OF POWER
NAME:	NAME:
ADDRESS:	ADDRESS:

SEWAGE DISPOSAL	TELEPHONE
NAME:	NAME:
ADDRESS:	ADDRESS:

NATURAL GAS	CABLE TELEVISION
NAME:	NAME:
ADDRESS:	ADDRESS:

FIRE	SCHOOL
NAME:	NAME:
ADDRESS:	ADDRESS:

I hereby certify under penalty of perjury under the laws of the State of Washington that I am the applicant listed above, and that all information and evidence herewith submitted are in all respects and to the best of my knowledge and belief, true and complete. I understand that the filing fee accompanying this application is not refundable, and is only for the purposes of defraying the normal administrative expenses of processing the application, and that the payment of said fees does not result in automatic issuance of the permit requested in this application.

Print Name:	<input type="checkbox"/> Owner <input type="checkbox"/> Agent/Other (specify):
Signature:	Date:

SHORT PLAT Owner Affidavit



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DECLARATION:

Know all men by these presents that we, the undersigned, owner(s) in fee simple and/or contract purchaser(s) of the land herein described do hereby make an application for a short subdivision thereof pursuant to RCW 58.17.060 and acknowledge that said subdivision shall not be further divided in any manner within a period of five years from date of record, without the filing of a final plat. The undersigned further declare that the attached map is the graphic representation of said short plat and the same is made with the free consent and in accordance with the desires of the owner(s). In witness whereof we have set with our hands and seals.

Name: _____	Signature: _____
Name: _____	Signature: _____
Name: _____	Signature: _____
Name: _____	Signature: _____

ACKNOWLEDGMENT:

STATE OF WASHINGTON)
) ss
COUNTY OF _____)

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

GIVEN under my hand and official this _____ day of _____, _____.

Notary Public in and for the State of Washington

Residing at

My Commission Expires