

Short Plat – Supplemental Application Pages

Note: If the proposed short plat is associated with a fee simple unit lot division, complete the supplemental application pages for fee simple unit lot subdivisions in lieu of these supplemental pages.

Certification of Subdivision History: I _____ (printed name of applicant) certify under oath and under penalty of perjury that the property subject to this short subdivision application has not been created as a separate lot or otherwise subdivided within the last five years, except by an approved preliminary plat and final plat.

Signature: _____ Date: _____

SEPA Applicability:

Is the land affected by the short plat wholly or partly covered by water? Yes No

Has the property subject to this short subdivision application been previously divided under, or created by, the short plat process within the past five years, and if so, do the cumulative lots created in the original short plat and the proposed short plat exceed nine lots? (See WAC 197-11-800(6)). Yes No

If you answered yes to either of the above questions, have you prepared and included with this application a completed SEPA checklist and applicable SEPA fees? N/A Yes No*

Adjacency to State Right-of-way: Is the proposed short subdivision located adjacent to the right-of-way of a state highway? Yes No

(If yes, the City shall give written notice of the application, including a legal description of the short subdivision and a location map, to the State Department of Transportation, per MTMC Section 17.03.030(B)(1)).

Location within Designated Floodplain: Is the proposed short subdivision located in whole or in part within a designated floodplain? Yes No

(If yes, the City shall give written notice of the application, including a legal description of the short subdivision and a location map, to the State Department of Ecology, per MTMC Section 17.03.030(B)(2)).

Title Report:

Have you included with this application a title report dated by the title company within thirty (30) days of the date of submitting this application? Yes No*

Does the title report confirm that the title of the lands as described and shown on the proposed plat are in the name of the applicant, or in the name of the owner whom the applicant represents? Yes No*

Certificate of Consent and Dedication:

Have you provided with this application a certificate of consent and dedication stating that the short subdivision has been made with the free consent and in accordance with the desires of the owners? Yes No*

If yes, has the certificate of consent and dedication been signed and acknowledged before a notary public by all parties having any interest in the lands subdivided? Yes No*

The certificate of consent and dedication is provided (check one): On the face of the plat.
 On a separate written instrument.

Does the short subdivision include any dedications of streets, roads or other areas to the public, religious societies or to any corporation, public or private? Yes No

If yes, is the dedication included and described in the Certificate of Consent and Dedication, and does it include a waiver of all claims for damages against any governmental authority which may be occasioned to the adjacent land by the established construction, drainage and maintenance of any road(s). N/A Yes No*

Additional Required Submittals: Please confirm that the following additional materials and information are included with this short plat application:

Site Plan: One original and seven copies of a scaled site plan of the property proposed to be divided (of a scale clearly legible). Yes No*

Does the site plan include the following information?

1. Existing and proposed property lines of the site; Yes No*
2. Proposed access to each proposed lot on the site, including vehicular, emergency and utility access; Yes No*
3. Existing easement and rights-of-way across the site; Yes No*
4. The location of all property lines abutting or connecting to the site, and the owners of adjacent land and the names of any adjacent subdivisions; Yes No*
5. Location of all public and/or private utility service lines, including underground telephone or cable service lines; Yes No*
6. Identification of the source of water supply for each lot, including water line and fire hydrant locations; Yes No*
7. Identification of the method of sanitary sewage disposal, including sewer lines and (if applicable) septic tank and drainfield locations; Yes No*
8. Location of existing and proposed stormwater control/conveyance on or across the site; Yes No*
9. All environmentally sensitive areas and their buffers; N/A Yes No*
10. Existing structures and improvements on the site including those to be retained and those proposed to be removed as part of the short plat proposal. N/A Yes No*

Plat Map (short plat): One black-line paper or velum original and seven copies of the plat of survey, drawn in permanent drawing ink or equivalent on one or more sheets, drawn to a preferable scale of 1" = 20', but not less than one inch equal to 100 feet, on sheet size(s) of 18 inches by 24 inches with a one-half inch border on the top, bottom and right-hand margins and a two-and one-half inch border on the left-hand or binding margin, with North indicated. Yes No*

Does the plat map include the following information?

1. The boundary lines of the tract to be short platted and the interior lot lines, and relationship to adjacent properties (heavy line weight); Yes No*
2. All bearings and dimensions along the lines of each lot together with any other data necessary for the location of any lot lines in the field, referenced to the Washington Coordinate System, WM Zone; (medium line weight); Yes No*
3. Location of monuments or evidence used as ties to establish the boundaries (medium line weight); Yes No*

4. The boundary and dimensions of the “original tract,” including its bearings and length of all boundary lines, assessor’s parcel number, section, township and range; Yes No*
5. Any necessary easements for improvements to be retained on the site including, but not limited to, structures, utilities, stormwater systems, and underground storage tanks (fine line weight); N/A Yes No*
6. Location and dimensions of all easements and/or streets (public and private) and identifying names of such, both within or adjoining the short plat, and applicable city or county file numbers (fine line weight); Yes No*
7. The width and location of access to all short-subdivided lots proposed (medium line weight); Yes No*
8. The number assigned to each lot (heavy line weight); Yes No*
9. The boundaries of all lands reserved in the deed for common use of the property owners of the short subdivision or dedicated to the public (heavy line weight); N/A Yes No*
10. A statement on the face of the short plat that land in a short subdivision may not be further divided in any manner within a period of five years without the filing of a final plat, except that when the short plat contains fewer than nine parcels, nothing in this section shall prevent the owner who filed the short plat from filing an alteration within the five year period to create up to a total of nine lots within the original short plat boundaries; Yes No*
11. A statement on the face of the short plat stating that no building permits shall be issued until all streets, sidewalks, stormwater facilities, and other improvements required under the short plat approval have either been installed or otherwise deferred through a Subdivision Improvement Agreement approved by the City that allows and defines the provisions for early issuance of building permits. Yes No*

Easements: Are there any proposed easements on the plat? Yes No
 If yes, does the plat map include easement language in the form described in MTMC Section 17.03.040(H)(1)? N/A Yes No*

Road Dedicated to the Public: Are there any roads within the plat that will be dedicated to the public? Yes No
 If yes, does the plat map include the dedication certificate in the form described in MTMC Section 17.03.040(H)(2)? N/A Yes No*

Other Certificates on Plat Map: Does the plat map include certificates for (a) the surveyor, (b) the City Engineer, (c) the City Finance Director, (d) the City Community & Economic Development Director, (e) the County Treasurer, and (f) the County Auditor, in the forms described in MTMC Section 17.03.040(H)? Yes No*

Corner Staking & Survey: Has a registered land surveyor staked the corners of each proposed lot on the ground, and does the submitted proposed plat of survey reflect those corner markers? Yes No*

Applicant’s Signature: I certify to the best of my knowledge that the information provided on these supplemental application pages is true and correct.

Signature: _____ Date: _____

Note: All fields must be completed, including blank lines and check boxes. Any check box marked “no” that is demarcated by an asterisk could result in the application being deemed incomplete.